



Colac Otway
SHIRE

AGENDA

ORDINARY COUNCIL MEETING
OF THE
COLAC-OTWAY SHIRE
COUNCIL

27 JANUARY 2010

at 6.00 PM

COPACC

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

27 JANUARY 2010

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NOTICE is hereby given that the next *ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL* will be held in COPACC on 27 January 2010 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 acknowledges the original custodians and law makers of this land, their elders past and present and welcomes any descendents here today.

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 to Council either verbally at the meeting or in writing.

Questions made in writing will be addressed if received within two days of the Council meeting. Please note that some questions may not be able to be answered at the meeting, these questions will be taken on notice. Council meetings also enable Councillors to debate matters prior to decisions being taken.

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

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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

- Statutory Council Meeting held on the 9/12/09
- Ordinary Council Meeting held on the 16/12/09.

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

OM102701-1 CHIEF EXECUTIVE OFFICER'S PROGRESS REPORT TO COUNCIL
OM102701-2 RETENTION OF MEETING AUDIO-RECORDINGS

Corporate and Community Services

OM102701-3 CONSIDERATION OF SUBMISSIONS TO LOCAL LAW NO 4 - 2009 -
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OM102701-4 YOUTH COUNCIL 2009 ANNUAL REPORT
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OM102701-6 INDIVIDUAL REQUESTS FOR REMOVAL OF VEGETATION ON
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OM102701-15 ITEM FOR SIGNING AND SEALING - SECTION 173 AGREEMENT 310
BAYNES RD ALVIE
OM102701-16 ITEM FOR SIGNING AND SEALING - SECTION 173 AGREEMENT - 30
GELLIBRAND EAST RD, GELLIBRAND

Rob Small
Chief Executive Officer

CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion
W = Withdrawal

ITEM	D	W
<p><u>CHIEF EXECUTIVE OFFICER</u></p> <p><u>OM102701-1 CHIEF EXECUTIVE OFFICER'S PROGRESS REPORT TO COUNCIL</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council notes the contents of the CEO's Progress Report.</i></p>		
<p><u>OM102701-2 RETENTION OF MEETING RECORDINGS</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council resolve that audio-recordings of all Council, special Council and Planning Committee Meetings be held for a minimum of 4 years.</i></p>		

Recommendation

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

MOVED

SECONDED

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OM102701-1 CHIEF EXECUTIVE OFFICER'S PROGRESS REPORT TO COUNCIL

AUTHOR:	Suzanne White	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	GEN00460

EXECUTIVE

Great South Coast Municipalities Group (GSCMG)

The CEO attended a Great South Coast Management Group (GSCMG) Regional Strategic Plan workshop on Monday 11 January in Warrnambool. Agenda items included:

- To achieve validation of the template documentation.
- To explore and reach agreement on the shape and look of the Regional Strategic Plan.
- To review, challenge and develop the communication, engagement and consultation schedule.
- Governance and Local Government Connectivity –assessment of mechanisms for LG sign off and LG buy in.
- Governance and State/Federal Connectivity – confirmation of mechanisms linking the RSP with the Regional Management Forum and the RSP with the Regional Development Australia Committee
- To assess convergences and linkages with the Barwon (G21) RSP

G21 Update

The CEO has met with Andrew Scott, G21 CEO, to discuss the G21 quarterly report. With the resignation of the G21 CEO, effective from the middle of this year, the CEO has been assisting in the recruitment process of a new CEO.

Outstanding Performance in Customer Service

It is with great pleasure that I congratulate our customer service team on receiving accolades from the benchmarking organisation Customer Service Benchmarking Australia (CSBA).

Customer Service Benchmarking Australia (CSBA) conducted a complaints benchmarking survey during October 2009. The survey results were benchmarked against the Banks, Telecommunications, Utilities, Councils and Insurance sectors. Colac Otway Shire was assessed on the responses of our frontline customer service team, consisting of Sue, Simone, Sharyn and Julie.

Due entirely to the efforts of these four individuals, the Colac Otway Shire Council was **recognised as the top performing individual organisation** in this year's Complaints Benchmarking Survey. Due to their efforts, the Colac Otway Shire has not only been recognised as the top performing Council but the top performing organisation across all of the sectors surveyed.

This independent recognition is a real credit to our team and the efforts they put into the very important role they undertake as part of this organisation. I hope it will continue to strengthen the professional image of this Council in the eyes of the community.

CORPORATE AND COMMUNITY SERVICES

Events

Custom Car and Bike Show – 16 January, 2010

The Custom Car and Bike show celebrated its 10th anniversary before a crowd of car enthusiasts estimated to be around 6,000 people. The festivities began Friday night with a drive-in movie at the Colac Showgrounds. Saturday featured the show's main event, 'Show 'N' Shine' of 500 cars and 250 bikes and then on Sunday, cars and motorcycles cruised to Birregurra for lunch. All monies raised go to charities – Kids with Cancer, Co-PYLit and Colac Fire Brigade.

Australia Day – 26 January, 2010

The township of Birregurra hosted a wonderful Australia Day Celebration for the Colac Otway Shire. A large crowd enjoyed the music provided by the Colac City Band and the Australia Day Ambassador, Mike Brady. Eight people became Australian citizens who included four adults and four children, incorporating two families. Four Australia Day awards were given for the Citizen of the Year, Young Citizen of the Year, Community Service Award and Sporting Service Awards.

After the official ceremonies were completed, the crowd enjoyed activities in the Birregurra Park including a market, BBQ, face painting and air castle for the children. Sheep shearing demonstrations, a fleece throwing competition and working dogs demonstrations were offered at the rear of the park. Traders in Birregurra supported the festivities by dressing up shop windows with Australiana. Consideration will be given to providing an opportunity for other Colac Otway Shire townships to express an interest in hosting future Australia Day Celebrations. Officers are currently scoping the options for a process to enable townships to nominate.

Upcoming Events

Events which will be held throughout the Colac Otway Shire in February include:

- Heritage Festival (Colac Showgrounds 7 February 2010)
- Hoot 'n' Nanny (Irrewillipe Recreation Reserve 13 February 2010)
- Otway Odyssey (Forrest 20 February 2010)
- Colac Comeback Country Truck and Ute Show (Colac Showgrounds 21 February 2010)
- Relay for Life (Central Reserve Colac 27 and 28 February 2010), and
- GO Sports Festival in Apollo Bay (27 and 28 February 2010).

Recreation

Barwon South West Regional Trails Master Plan Project

Further to the endorsement of the Barwon South West Regional Trails Master Plan Project, an information brochure has been developed detailing background to the project, definition of regional trails, the identified 13 Regional Trails and the Master Plan recommendations. It is proposed that this brochure will be available through each of the project partner organisations.

G21 Sport and Recreation Pillar

The G21 Sport and Recreation Pillar has recently secured \$5,000 through the Sport and Recreation Victoria Country Action Grant Scheme to undertake a strategic plan for the coming 3 years. The Colac Otway Shire is the auspice organisation for this project. The

Pillar group have completed various investigations over recent years pertaining to regional sport facilities needs, sport development in the region and specific sport business planning. More recently the Pillar Group has identified the need to develop a strategic plan to steer the future activities and priorities for the group. This project will also consider the governance structure of the Sport and Recreation Pillar Group.

Beechy Precinct

Construction of the Joint Use Library continues with the roof nearing completion. Works are well underway for the Bus Interchange located on the corner of Queens and Hearn Streets. It is expected that the bus interchange will be operational for the commencement of the 2010 school year.

Over coming weeks three new supervised pedestrian crossings will be installed at;

1. Queen Street – to be located within close proximity to the formal entrance.
2. Gravesend Street – between the Central Reserve entrance and Hearn Street.
3. Hearn Street – located east of Turner Street.

A funding application has been submitted to Federal Government for the redevelopment of the Bluewater Fitness Centre. Specifically this application seeks funding for the redevelopment of the BWFC Stadium to improve facilities and develop a new third court, enhanced spectator facilities and the development of a warm water pool.

Funding secured through the Federal Government stimulus package ensured the completion of works at BWFC. These works included the retrofitting of program rooms within the stadium, new air handling systems, external painting, and improved change rooms. These works complement the proposed redevelopment referred to above.

2009/2010 Sport and Recreation Facility Redevelopment Projects

The project to convert the Birregurra Bowling Club green to synthetic turf has been completed with the official opening held on 29 November 2009. Feedback regarding the project and the new surface has been very positive with the club appreciating the significant reduction in water costs and volunteer labour previously required for the turf greens.

The following projects are progressing according to their project plans;

- Eastern Reserve Netball Court Redevelopment
- Lake Colac Oval Redevelopment
- Birregurra Playground Redevelopment
- Forrest Netball Court Upgrade

Both Alvie Recreation Reserve Redevelopment and the Birregurra Skatepark projects are behind schedule. The contractors for the Birregurra Skatepark have advised construction of the Birregurra Skate Park is proposed to commence late January 2010.

Country Football Netball Program – Irrewillipe Proposed Netball Facility Upgrade

An application for funding has been submitted to Sport and Recreation Victoria Country Football Netball Program to resurface one netball court and warm up area, install lighting, new fencing and shelters at the Irrewillipe Recreation Reserve netball facility. The Club is seeking \$60,000 from this program and contributing \$55,812 in cash and \$18,520 in-kind.

Colac Hockey Association

The Recreation Unit is currently working in conjunction with Hockey Victoria, primary and secondary schools within the Colac Otway region and the Colac and District Hockey Association Inc. (currently in recession) to host hockey programs within schools in late

February to assist with the potential re-establishment of a hockey club in Colac to complement the recently redeveloped hockey fields.

COPACC

Christmas Market and Carols

The Christmas markets and Carols by Candlelight event held at COPACC on 18 December was a success, with a full house of 200 in the Civic Hall for the 63rd annual Colac City Band carols concert. Officers will be investigating the future options for future civic Christmas celebrations and activities.

COPACC Sponsorships

COPACC is currently working on gathering sponsorship for its 2010 subscription season, which will be launched on 20 February 2010. The Colac Herald and Barwon Water have returned as the two major sponsors. To date the response from local businesses and agencies has been very positive.

Audience Surveying

COPACC has begun surveying its database of 800 people to assist with the development of a digital database for the distribution of newsletters and special offers in connection with the theatre season. The information gathered through the survey will also constitute vital engagement with our audiences and assist in future programming directions and grant applications.

Programs

COPACC has sold out four children's theatre productions for 2010 in response to the Centre's education program season launch for teachers in December.

Bluewater Fitness Centre (BWFC)

Improvement Works – Federal Government Funds

Feedback received from Centre patrons has been very positive in regards to the recent improvements works completed. These works have included the painting of the exterior entrance and stadium façade, air handling unit within the program rooms and reception, new dry program room and multi-purpose room supported with audio visual equipment.

Recruitment Partnerships

Meetings have been conducted with the VET group that represents students in the work force. This is an ongoing partnership that will be introduced in this year. This partnership will provide an opportunity to up-skill students in many areas in the Centre, with the idea of introducing life guard training courses for year ten students in the Colac Otway Shire.

Recruitment of staff is an ongoing issue for BWFC and consideration for alternative marketing and partnership options are being investigated to encourage local residents to consider the aquatics and fitness industry as an employment option.

Learn To Swim Program

A two week summer intensive learn to swim program commenced on 11 January 2010. This program was introduced further to customer demand.

Monthly community information nights commenced in January 2010 and will include sporting guests, career nights, sports related open nights, fitness testing and CEO address.

Apollo Bay Pool

Facility improvement works have been completed at the Apollo Bay Pool including the relaying of the concrete pool concourse and replacement of water treatment systems. The contractors have installed the new dosing system which replaced the old salt chlorinated

system that was decommissioned at the end of the summer season of 2009. Some operational issues with the new system have been experienced and the supplier has undertaken further works to the system which is being monitored by BWFC Management. The operational dates for the Apollo Bay Pool for the 2010 summer season have been determined in response to staff availability. The advertised hours for January are: Tuesdays, Thursdays, Saturdays and Sundays from 1.00pm-6.00pm. Significant advertising has taken place to recruit with minimal response. Recruitment for the Apollo Bay Pool continues and if successful the summer season could be extended into February 2010.

The recruitment partnership program currently being developed with schools within the shire, could help solve the current lifeguard issue by providing the schools with lifeguard courses thus streamlining the candidates into our team.

On Thursday 14 January 2010 a water pipe expansion lead to disruption of the pool's operations. This has since been repaired and continues to be monitored.

Admissions for the Apollo Bay Pool between the 5 January and the 11 January 2010;

Description	Number
Adult Swim	61
Concession Swim	7
Child Swim	82
Family Swim	27
10 ticket pass Adult Swim	1
10 ticket pass Child Swim	1

Training

The Bluewater Fitness Centre will be conducting two Life Saving Victoria Lifeguard approved courses per year and also provide update courses for both internal staff and public. Nine enrolments have been received for the first course being held on the 19, 20, 21 January 2010.

The Austswim (Learn to Swim Teachers Qualification) course will also be available at the Centre in 2010.

Dry Programs and Gym

459 people attended the dry program classes leading into the Christmas break. The Crank classes have been the most popular fitness class with steady numbers in all classes.

Youth Council

Nominations for Youth Council will be called for after 1 February 2010. Interviews will then be conducted the week beginning 8 February 2010. Youth Councillors from 2009 wanting to continue are required to re-nominate. One of the first priorities for Youth Council in 2010 is the review of the Youth Council Charter.

No information regarding Youth Council's application for funding for the 2010 National Youth Week has been received. It is proposed that if funding is secured Youth Council would undertake a youth workshop to scope future aspirations with an opportunity for youth from Freeza, SYCIC and Youth Council to participate.

Aged and Disability Services

Recruitment

Ongoing challenges in recruiting Community Care Workers has led to a review of employment arrangements and options. The focus will be directed to competencies, skill sets, values and attributes to cater for unique client needs. It is believed that flexibility in working arrangements will attract younger people who have family or other commitments.

Recently seven Community Care Workers have been recruited and this is a positive contribution to the Community Care Workers Unit.

Emergency Planning for Clients

Council has received \$15,000 funding to provide support for Health and Community Care clients to develop home emergency plans. This could include Bushfire Survival Plans or Heatwave Plans amongst a host of other emergencies that may arise in the future.

Heatwave Survival Information is currently being sent to clients. Discussions are being held with CFA and Red Cross on training requirements for Aged and Disability Services Staff in preparing for and surviving a bushfire.

Policy Development updates

Interpreter training has been provided to Aged and Disability Services staff. These procedures will be shared with Unit Customer Service staff. These procedures will be most useful for communicating with residents and visitors on providing services and emergency support.

Training

Aged Care and Disability Services Staff will upgrade their Accredited Medication Training and Recognise Healthy Body Systems training from February 2010. This comprises 8 sessions of training. Fifteen Community Care Workers, including two Customer Services staff, will be trained in Essential Dementia Care over 3 full-day sessions.

Client Handbook

The Aged and Disability Services Unit Client Handbook is now currently being reviewed. This will provide details on all services available from the Shire. Specifically there is a need to review Consumer Rights, Advocacy and the Complaint process's as part of this process.

Transport Connections

Timetables for the Colac-Lorne and Colac-Apollo Bay buses are just some of the information available on the Council website under Transport Connections to support people in their travelling needs.

To encourage locals and visitors to explore Colac Otway over summer, a series of colour newspaper advertisements and 7,000 timetable brochures invite travellers to take advantage of the bicycle and surfboard storage capacity on the weekend bus to Forrest, Barramunga and Apollo Bay. Regular numbers have supported the Apollo Bay-Colac Wednesday bus service since 1 July 2009 (averaging 10 per trip) and 50 people travelled on the Colac-Apollo Bay bus trial over the two weekends in December.

The Department of Transport now operates the Colac-Lorne bus service due to the success of the summer trial in 2008-2009 (4603 passengers over 9 weeks). Patronage this summer has also exceeded expectations, with 698 passengers between 21 - 31 December 2009.

INFRASTRUCTURE AND SERVICES

GENERAL

The Infrastructure & Services Department has been finalising works for the Christmas break and preparing works programs for the 2010 projects.

Key activities carried out within the Department are as follows:

- Commencement of construction of Capital Works projects in the field
- Preparation of roads in anticipation of the Resealing Program
- Carting and supplying aggregate for the Reseal Program
- Ensuring all the roadside slashing is carried out to help alleviate potential fire issues and
- Responding to customer service needs particularly in relation to a number of additional waste and recycling collection services over the Christmas break.

The Department has also been undertaking maintenance works and repair works on Council's buildings, roads and infrastructure as a result of the recent warm weather.

CAPITAL WORKS UNIT

The Unit has been busy organising physical works in the field to commence for its Capital Works projects particularly the major road projects. In addition the Unit has also been reviewing the future works programs and has been collating budget bids and putting the submissions on the Capital Works Budget priority list in preparation for the up and coming Capital Works and Major Projects scheduling for the Council 2010/2011 Capital Works Program. This has also included extensive cost estimates of new identified projects which need to have a budget bid prepared and submitted as part of the Capital Works priority list.

Budget Preparation

Templates for Budget Briefs have been prepared and circulated to all the various Departments prior to Christmas. This information has now been collected and included in the Capital Works priority lists for assessment. Staff have worked with the Project Systems Review Group to develop a first cut of a number of budget priorities in a lead up to the 2010/11 Capital Works and Major Projects Budget Program. Further work will be carried out on these programs prior to presenting to Council as part of the overall budget process. Additional fine tuning work is being carried out to ensure that the budget briefs are reviewed and accurate costs and resource allocations have been included for items to be included in the future programs.

Capital Works

Alexander Street, Colac – Road Rehabilitation

The resurfacing of Alexander Street, Colac with a slurry seal has now been completed.

Irrewillipe Road, Irrewillipe – Road Widening

Works have commenced on the road widening along Irrewillipe Road, Irrewillipe.

Special Charge Scheme update

Pound Road, Colac

Final notices have been issued to residents for the Special Charge Scheme for the construction of the unsealed pavement of Pound Road. This scheme has now been finalised.

Elliminyt Natural Gas

Work has been carried out to finalise the cost and apportionment of the project for the provision of natural gas mains within the Elliminyt area. Second Notices will be issued to all properties within the scheme following the January Council meeting.

Sinclair Street South, Elliminyt

Residents were re-surveyed in December 2009 to determine if a majority of property owners were still in favour of a Special Charge Scheme for the construction of the unsealed pavement of Sinclair Street South, between Pound Road and Irrewillipe Road, Elliminyt.

The survey indicated that a majority of the residents were in favour of the scheme continuing.

Project Management / Planning Update

Environmental Assessments are continuing for the Infrastructure and Services Department projects and programs. Examples include the Irrewillipe Road Widening, Bridge Rehabilitation Program, Slip Rehabilitation Program and the Local Road Sealing Program. A number of assets have been identified through this process and required permission or permits have been obtained. For example, a number of tree ferns needed to be removed and replanted as part of the Slip Rehabilitation Program. This species is protected under the *Flora and Fauna Guarantee Act (1988)* and therefore permission was sought from the Department of Sustainability and Environment.

All Environmental Assessments have been completed for Cosworks Major Drainage program allowing works to proceed. During this process a number of environmental values, including rare species, were identified. Works processes have been designed, and approved by the Council Environmental Planner and Infrastructure Environment Officer to ensure that these species will not be impacted during works.

Cressy Shelford Road Rehabilitation

The spring vegetation survey for the Cressy-Shelford Road has been completed and preliminary results suggest that the disturbed sites have recovered well. It is important to note that the Cressy-Shelford Road is listed for a final seal as part of the Local Road Sealing Program. To ensure the values of this site are protected, the standard process of an Environmental Impact Assessment has been completed and submitted by the contractor, in association with a site inspection. As a special requirement, an onsite meeting at the works briefing has been organised to ensure machine operators understand their restrictions for the works.

ASSETS DEPARTMENT

Building Renewal Program

Works are progressing to implement the 2009/10 Building Renewal Program. The following is an update of some of the projects which make up this program:

<i>Kawarren Public Toilets</i>	Works were completed in late November 2009 and included repairs to brickwork, painting and replacement of existing fittings.
<i>Rae Street Air Conditioning</i>	Ducting which services parts of the ground floor has recently been upgraded. An air-conditioning unit to the first floor is to be replaced as part of this project. It is anticipated that this will be completed by March 2010. There has been a delay in delivering this project due to Air Conditioning Unit supply issues.
<i>Lavers Hill Hall Painting</i>	Quotations have been received to complete painting of external and internal areas of the Hall. Replacement of three (3) windows on the east side of the building will be completed as part of these works. Other repairs to weatherboards etc will also be undertaken. A colour scheme has been agreed to by the Lavers Hill Hall Committee of Management.
<i>Beech Forest Public Toilets</i>	Quotations have been received. It is expected that painting will be completed by March 2010.
<i>Colac Lawn Tennis Club</i>	Proposed works at the Colac Lawn Tennis Club have been discussed with and agreed to by representatives of both the Tennis and Mallet Sports Clubs prior to Christmas. Works on the roofing and exterior cladding commenced the week beginning 18 January 2010. Detailed plans for new disabled toilets and other structural alterations are currently being drafted by an external consultant.

Routine Road and Footpath Inspections

Footpaths in Colac were inspected during December 2009. The areas inspected were from Corangamite Street and Murray to Bilson Street in the west. Most hazards identified related to private trees encroaching over the footpath. Notices have been issued to the residents to have them trimmed to required standard. Fifteen (15) raised sections of footpath being outside Council intervention criteria were identified and have since been repaired. Ten (10) signs that were damaged or removed will be programmed for replacement. Minor trimming of fourteen (14) street trees have been completed to the required standard by the Parks & Gardens staff to ensure clear head heights and safer visibility.

Routine inspections of Council managed signage and line marking at rail crossings within the Shire were carried out in January 2010. Inspections of Council's Link Road network was also completed during this period.

Water Meter Upgrade

Contractors have received all necessary parts to begin replacement of the Botanic Gardens water meter and will complete the works by 5 February 2010.

Street Lighting

Street lighting was installed in Murray Street in the lead up to Christmas. This involved installation of bud lighting and upgrading of power in the median street trees.

Switchboard Upgrades

The Pound Road Depot sign shed switchboard upgrade will be completed by 5 February 2010 and the Irrewillipe Recreation Reserve upgrade will be completed by 26 February 2010.

Essential Safety Measures in Council Buildings

An essential safety measure is defined under the Building Regulations 2006 (*the Regulations*) and may include safety systems such as exit doors, exit signs, fire extinguishers etc.

An audit of all relevant Council facilities has recently been completed by Council's Building Surveyor to determine the level of compliance in terms of existing and required essential safety measures. The Building Maintenance Services area is at present programming works on a priority basis to address any areas of concern detected through these audits. Works completed to date include replacement of door furniture at the Gellibrand and Cororooke Maternal and Child Health Centres, the Rae Street Offices and the Colac Library. Other works have also been completed to ensure that fire extinguishers in Council facilities comply with the relevant Australian Standards.

Asset Management Strategy

Odysseus-IMC have recently been engaged to assist Council Officers in reviewing and preparing an Asset Management Strategy.

The Strategy will aim to provide Council with the actions necessary to improve its overall asset management capabilities. Its primary objective will be to provide a framework that assists Council in delivering sustainable and effective services.

It is intended that the Strategy will have a five (5) year outlook that accommodates both Council's future asset management directions to ensure that they are consistent with both State and Federal asset management planning frameworks.

This project commenced in late January 2010 and will involve interviews with key Council staff to obtain information on current asset management practices. The preparation of the strategy will be completed by 30 June 2010.

COSWORKS DEPARTMENT

Cosworks has continued maintenance activities in a number of its programs subject to weather and ground conditions as follows:

Road Regrading: Maintenance grading has been completed in all areas as weather permitted.

Road Pavement Minor Patching: Minor patching has been ongoing in all areas during the last month.

Major Patching: Major patching works were undertaken on Dianna Street, Link Road and Sunnyside Road.

Capital Works: Treatment of two Landslips on Binns Road were completed.

Gravel Road Re-sheeting: Resheeting works were undertaken on Collyers Road. Further resheeting throughout the municipality will take place when the weather improves.

Major Drainage: Major drainage works were undertaken on Barham River Road, Sunnyside Road, Barwon Street, Station Street, Red Johanna Road, Old Ocean Road, Harveys Track, Lardeners Track, Queen Street, Grant Street and Baileys, Creamery, Normans and Wickhams Roads.

Reseal Aggregate: Council's trucks have been busy supplying materials to nominated aggregate sites in preparation for reseals. All sites have been inspected and approved by Council staff.

Linemarking: Linemarking on all School and Rail crossings have been completed as part of the Council's Linemarking Maintenance Program.

Routine Drainage: Routine drainage is an ongoing program in all areas across the Shire.

Tree Maintenance: Tree maintenance was completed at Irrewillipe Road and Council is undertaking maintenance work in the Botanic Gardens on some aged trees that have become unsafe.

Roadside Slashing: Slashing works were completed in Cressy, Eurack, Irrewarra, Beeac, Birregurra and Yeodene areas.

Township Mowing: Mowing was undertaken in townships as required in the lead up to Christmas and the January holiday break. The major focus was on Colac, Cressy, Beeac, Birregurra, Beech Forest, Gellibrand and Lavers Hill.

Weed Spraying: Weed spraying has continued in all Coastal townships and around bridges and structures. Colac completed and further spraying will continue in Beeac, Cressy and Birregurra.

Bridge Maintenance: Maintenance works including spraying of grass verge on the bridge approaches and bridge decking was undertaken.

Gardens: General maintenance and tree trimming is undertaken in the gardens on an ongoing basis.

Playground Maintenance: Inspection of playground equipment was undertaken and repairs made to all defects in accordance with the Playground Maintenance Program.

Old Beechy Line Rail Trail: Slashing has now been completed and general maintenance / repairs carried out along the Old Beechy Line Rail Trail.

Storm Damage: Clearing of roads mainly in the Otways was undertaken during the month due to debris created by strong winds.

MAJOR CONTRACTS/WASTE DEPARTMENT**Waste Services Tender**

The evaluation of the Waste Services Tender is currently underway. The Tender Evaluation Panel have shortlisted the preferred contractors using the tender scoring criteria and invited the shortlisted contractors for an interview for provision of further information. It is expected that the Tender Evaluation Panel Report will be presented to Council at the February 2010 Council meeting for necessary consideration and decision making.

Barwon Region Update

An initial meeting was held with SKM Recycling in regard to commencement of their contract in July 2010 which should be a seamless changeover for the householder, however, an education campaign will also be launched to maximise material received.

The 'Too Lovely to Litter Campaign' is to be launched in late February 2010 and financed through existing funds held by BRWVG for Litter Prevention. Roadside signage, bumper stickers, posters and T-shirts are to be used as promotional material throughout the campaign.

'Plasback' – an industry funded silage wrap campaign is to be launched in February.

Slipway Rail Replacement

The slipway rails in the Apollo Bay Harbour have been successfully replaced using DSE's risk mitigation funds. Some associated works such as replacement of cradle wheels, painting and sandblasting of boat cradles still have to be undertaken for completing this project.

Apollo Bay Harbour – Undaria Weed Control

The Japanese kelp 'Undaria' has been detected in the Apollo Bay waterways. DSE have been actively monitoring the situation and allocated funds for its containment, remedial measures and public education. As a part of the suggested remedial measures DSE have offered to fund a small boat wash down facility at the boat ramp with Council managing the project. The DSE Officer in charge dealing with this issue has agreed to brief Council on this issue at a future Council Workshop.

Tenders

Since the last reporting period no tenders were opened or awarded.

Subdivision Works

The following table shows the current status of various subdivisional works which will be handed over to Council when completion is approved:-

Subdivision	Status
Apollo Bay Industrial Estate Stage 1 9 lots	Work has commenced on completion of the remaining section of concrete road in Arthur Court.
Rossmoyne Road Industrial Estate Stage 2 23 lots	Subdivisional construction works have resumed after some delays had occurred last year. Underground drainage is almost finished with road base and kerbing to be placed shortly. It is expected that all roadworks will be completed by March 2010.

Subdivision	Status
Seeberg Estate Stage 2 24 lots and reserve	Works have commenced on this subdivision with drainage and earthworks for the extension of Seeberg Court. Roadworks are expected to begin late January 2010.
Dowling Street Subdivision (at Harris Rd) 4 lots	Works are complete with compliance to be issued soon. Work included a gravel road with minor drainage
Pascoe Street (66) Apollo Bay 5 lots	Drainage work has been completed and approved for the five lot residential subdivision. Compliance is expected to be issued.
Cants Road Stage 3 12 lots	Construction plans are approved and work commenced in December 2009 on sewer and other services. Underground drainage construction is currently underway.



Rossmoyne Road Industrial Estate Stage 2 Works

Apollo Bay Transfer Station

Construction set-out commenced in December 2009. Initial excavation and site stripping was also undertaken with further works occurring in January 2010. Preparation for construction of the administration building will follow excavation to the clay layer. Work is generally progressing in accordance with the construction program.

Bituminous Sealing Works

Council’s contractor has completed most of the spray sealing work in Colac.

Late January and early February will see further works undertaken to complete the contract for the annual reseal program. Work in Apollo Bay will occur in February after the main holiday period.



SUSTAINABLE PLANNING AND DEVELOPMENT

Otways Tourism Inc.

Council Officers are in the process of evaluating the Colac Otway Shire and Otways Tourism Inc. Service Agreement 2007 – 2010. A report is expected to be presented to the February 2010 meeting of Council.

Visitor Information Centres

Both the Colac and Apollo Bay Visitor Information Centres (VIC) have experienced a busy time over the Christmas and New Year Period. Accommodation enquiries have been very steady, both over the counter and on the phone, with Colac experiencing a boost to the accommodation sector with increased visitors choosing to base themselves in Colac for two or three days and tour around the region from there.

Federal Government Funding

The Regional and Local Community Infrastructure Program funding applications were submitted on 20 November 2009 in relation to funds allocated to Council from the Federal Stimulus Package. This funding will be allocated to the new works on the Old Beechy Rail Trail with 2 bike racks, water tanks at Blue Water Fitness Centre, Central Reserve and the Colac Saleyards, the Apollo Bay Mechanics Hall roof upgrade and the Colac VIC heating and cooling upgrade. Council is waiting on Funding Agreements for these projects before they can start construction.

A major application to support the Blue Water Fitness Centre Stadium Redevelopment and Warm Water Pool has been submitted to the RLCIP Strategic Fund. The application is requesting \$7,726,000 for the \$8,500,000 project.

Business Events

An application under the Regional Development Victoria (RDV) Local Events Program was submitted to match funding for 8 business networking events in Colac and Apollo Bay called the 'On the Front Foot for Business' Events. The first event is proposed for March 2010 with the completion of the events due for May 2011.

Another Business Event being co-ordinated by Council in partnership with Anam Cara House Colac is the Frank Costa Charity Dinner on 18 February 2010 at Otway Estate. The event will help raise money for Anam Cara House Colac.

Small Towns Improvement Program

Applications have closed for the 2010/11 program and once assessed, Council Officers will work with local communities to implement the projects.

Business Facilitation

Council is currently assisting with a number of small and large development proposals in Colac which indicates confidence in the Shire and business in Colac. The Economic Development Unit has facilitated advice and been in regular contact with the land owners and developer of a new pharmacy in Colac.

Trade Training Centre (TTC)

The Colac Otway Vocational Education Cluster (COVEC), which includes the Principals of Colac Secondary College, Trinity College, Colac Specialist School, and Lorne, Apollo Bay and Lavers Hill P-12 Colleges, submitted an Expression of Interest as the first stage in the process to apply for funding for a Colac Trade Training Centre. If successful, COVEC will be provided funding to support the compilation of the full application later in 2010.

The local Skills Survey has been completed through the Colac Otway Shire, Industry Advisory Committee (IAC) indicating that national skill shortages are reflected locally in automotive, construction trades, engineering and hospitality. The Survey report also indicates that local industry would be keen to use a local training centre for a range of local skills training and professional development.

Apollo Bay Harbour

Council Officers have submitted a draft application to the State Government for the funding of Stage 1 of the Apollo Bay Harbour - Operations and Maintenance Centre Redevelopment consistent with the adopted Harbour Master Plan.

There will be a Colac Otway Shire and State Government interdepartmental project steering group meeting for the implementation of the Master Plan in early February to discuss infrastructure, planning and long term State Government support for the project.

Fire Prevention and Planning

Council officers continue to inspect properties across the region to assess whether they comply with fire prevention requirements. After the first round of inspections over 600 Fire Prevention Notices were sent to properties that did not meet the criteria. After a second round of inspections only a small number of these 600 properties failed to comply with notices and an additional 70 new notices were sent to properties which complied in the first round but have not been maintained to a compliant standard.

Failure to comply with the Fire Prevention notice results in a fine being issued, and a contractor sent in to clean up the property. The costs associated with the contractor will be placed on the property's next rates notice. Although the number of properties that failed to comply is still higher than we would like, the recent rain has meant there is much more grass growing this year, so people need to monitor their properties and carry out more work (i.e. follow up slashing and mowing) when required in order to maintain their property at a suitable level throughout the fire season.

Council continues to work closely with other key Government agencies to promote Township Protection Plans in the Colac Otway Shire region and to investigate the works required to further develop a site which has been assessed as "compliant with conditions" with the aim of having it be designated as a Neighbourhood Safer Place (NSP). It is recognised that it may not be possible to have a NSP designated during the 2009-10 fire season.

Council continues to remind the Colac Otway Shire community that in high risk areas all people should leave on Code Red 'Catastrophic' and Extreme days and emphasise the need for all residents to develop and implement their own personal fire plans with the focus being on personal responsibility and the preservation of life.

Dry Lake Working Group

The Colac Otway Shire is working with other key stakeholders to manage the issues associated with Lake Colac being dry. The focus of the group is identifying ways to manage the remaining carp in the catchment and to monitor the growth of fairy grass on the lake. The Lake is expected to get very low by the end of summer unless there is a large amount of rain in the next four weeks.

Estimates of the area of fairy grass on the lake suggest that it is covering an area similar to last year. Therefore the community can expect that fairy grass will create problems again this year. Council will again work with the community to manage the fairy grass that blows off the lake by allowing all fairy grass collected by residents to be dropped off at the Alvie Transfer Station free of charge and through the provision of support for clean up in

exceptional circumstances (i.e. for disabled and the elderly). In addition Council has set up a number of demonstration plots on the lake to test different control methods and Parks Victoria has established five monitoring sites around the lake to get a better idea of where the grass is growing and how it is interacting with other plants establishing on the exposed areas of the lake.

Carp in Barongarook Creek that swam back out into the lake have now started to try to swim back into the creek because the water level is dropping. A two-way trap was installed near the caravan park to allow carp, moving up and down the creek, to be caught and easily removed. Fishermen from 88 Golden Eels have been monitoring the trap and removing carp as required. In addition to this temporary measure, a grant is being sought to do a thorough clean out of the carp from both Barongarook and Deans Creeks. The carp in the Lake Colac catchment have not spawned for over five years so eradicating carp from the catchment remains possible while there are no juveniles. No advice has been provided from the Department of Primary Industries in relation to the success of the grant application at this time.

Rural Living Strategy

Consultant firm CPG-Global Australia is currently preparing a draft Rural Living Strategy following well attended community workshops held at Cororooke, Lavers Hill, Birregurra and Forrest in November and December. Written comments and feedback received at the workshops will be taken into account when developing the draft Strategy.

Birregurra and Forrest Structure Plans

Consultant firm CPG-Global Australia is currently preparing draft Structure Plans following community workshops held on Saturday 28 November at Birregurra and 5 December at Forrest. These sessions were well attended and the community members provided an extensive range of well considered input to what they wish to see as the future of their towns.

Colac and Apollo Bay Car Parking Study

Council resolved at its meeting in December 2009 to publicly consult on the Issues and Opportunities Paper for the Colac and Apollo Bay Car Parking Study early in 2010. Additional parking surveys are being undertaken in January/early February which will be included in the document prior to community consultation early in March.

Amendment C12 – Changes to flood provisions

Council received a report from the independent panel that considered public submissions to Planning Scheme Amendment C12 in November 2009. The report was released to the public prior to Christmas, and will be formally considered by Council early in 2010 in relation to adoption of the amendment, after revised mapping has been completed that accords with the panel's recommendations. The panel report fully supports the Council's position in relation to the amendment.

Planning Scheme Review

Council is required to review the performance of its Planning Scheme every four years. The last review was prepared for Council in 2005 and its recommendations were incorporated into the Planning Scheme through Amendment C55 which was gazetted in June 2009. That amendment significantly streamlined the Planning Scheme, reducing its complexity, updating it to reflect more recent strategic directions from structure planning in Colac and Apollo Bay and the Rural Land Strategy, and introduced exemptions from permit requirements in several overlay controls. The next review is due to be completed by June 2010, and will commence late in January. Councillors will be briefed at a workshop on the scope of the review and the proposed process.

Review of State Planning Policy Framework

The State Government is reviewing the structure and content of the State Planning Policy Framework which exists in all Victorian planning schemes. While this review is unlikely to have any significant implications for Colac Otway Shire, officers will review the proposal and may lodge a submission if this is considered to be warranted. Submissions are due early in February.

Review of Planning and Environment Act

The State Government is reviewing the Planning and Environment Act, and has published a draft bill for public comment. Council made a submission to the review in June 2009. The draft bill proposes a number of changes to planning scheme amendment and planning permit processes, and Council was briefed on these at a workshop on 20 January. It is proposed to lodge a submission expressing concern at some aspects of the bill.

Attachments

Nil

Recommendation(s)

That Council notes the contents of the CEO's Progress Report.

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OM102701-2

**RETENTION OF MEETING AUDIO-RECORDINGS**

|             |           |           |           |
|-------------|-----------|-----------|-----------|
| AUTHOR:     | Rob Small | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive | FILE REF: | GEN01700  |

**Purpose**

The purpose of this report is to clarify the length for which audio-records of meetings are retained and the purpose for which they can be accessed.

**Declaration of Interests**

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

**Background**

The requirements of the Privacy Act are that the public present at a meeting need to be informed that the meeting is being audio-recorded and the purpose of audio-recording meetings needs to be clearly stated.

Currently those purposes are stated as being to confirm discussions for the purposes of recording the meeting accurately and to comply with court orders, warrants, subpoenas, or legislation such as *Freedom of Information Act 1982*.

It should be noted that the policy on this matter is currently being reviewed. There have been several enquiries from Councillors about the retention of these records over time. A resolution currently on the books establishes that they should be retained for at least 12 months. The direction of the legislation relating to this matter (The Privacy Act) would suggest that they should be destroyed as soon as their original purpose is served.

**Council Plan / Other Strategies / Policy**

The Colac Otway Shire is committed to Strong Leadership and Governance. The recording of audio-recording of Council Meetings, contributes to this by ensuring accurate recording of meetings.

**Issues / Options**

The key issue with audio-recordings is clarity of the purpose for which they are retained and the reasonable retention of the records to demonstrate that they have fulfilled their purpose. The accurate recording of meetings can be said to have been discharged once the minutes are adopted as true and correct at a subsequent Council meeting. The access for legal purpose however could have a longer term because the legal search may involve more than the resolution of Council but the content of the discussions. With an increased level of scrutiny by the Ombudsman and the Municipal Inspectorate this may become a more likely event. For that reason a longer period of retaining the records is appropriate. A full term of a Council could well be an appropriate timeframe for this i.e. four years.

**Proposal**

The proposal is to recommend that audio-recordings of Council, Special Council and Planning Committee meetings be held for a minimum period of 4 years.

**Financial and Other Resource Implications**

There are no financial implications of this decision.

**Risk Management & Compliance Issues**

This resolution has no risk elements since the current audio-recording of meetings is at Council's behest.

**Environmental and Climate Change Considerations**

There are no environmental considerations.

**Communication Strategy / Consultation**

The current policy is being reviewed and as this is an internal policy no consultation is envisaged.

**Implementation**

Staff will implement the policy as requested.

**Conclusion**

The retention of audio-recordings have a clear purpose. In order to fulfil that purpose the records should be held for an appropriate length of time. There is no obligation on Council to hold these records other than to ensure that they are able to meet their declared purpose. A period of 4 years seems appropriate.

**Attachments**

Nil

**Recommendation(s)**

***That Council resolve that audio-recordings of all Council, Special Council and Planning Committee Meetings be held for a minimum of 4 years.***

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CONSENT CALENDAR**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM | D | W |
|--|---|---|
| <p><u>CORPORATE AND COMMUNITY SERVICES</u></p> <p><u>OM102701-3 CONSIDERATION OF SUBMISSIONS TO LOCAL LAW NO 4 - 2009 - "COUNCIL MEETING PROCEDURES AND COMMON SEAL"</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation(s)</u></p> <p><i>That Council having considered the written submission refer the submission on Local Law No 4 2009 for further consideration to the Council meeting to be held on Wednesday 24 February 2010.</i></p> | | |
| <p><u>OM102701-4 YOUTH COUNCIL 2009 ANNUAL REPORT</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation(s)</u></p> <p><i>That Council acknowledge and accept the 2009 Colac Otway Youth Council Report as information only.</i></p> | | |
| <p><u>OM102701-5 SECOND QUARTER PERFORMANCE REPORT - 2009/2010</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation(s)</u></p> <p><i>That Council receive for information the second quarter Performance Report for the three months ending 31 December 2009.</i></p> | | |

Recommendation

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

MOVED

SECONDED

**OM102701-3 CONSIDERATION OF SUBMISSIONS TO LOCAL LAW NO 4
- 2009 - "COUNCIL MEETING PROCEDURES AND
COMMON SEAL"**

| | | | |
|-------------|-----------------------------------|-----------|-----------------------|
| AUTHOR: | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate &
Community Services | FILE REF: | GEN0159 Local
Laws |

Purpose

The purpose of this report is to provide an opportunity for Council to consider the one submission that has been received concerning the review of Local Law No 4 - 2009.

Declaration of Interests

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

Background

On Wednesday 28 October 2009, Council resolved to give notice of its intention to make "Local Law No 4 – 2009 Council Meeting Procedures and Common Seal." (Local Law)

The issue was again considered at the Council Meeting on Wednesday 16 December 2009 due to the late advertising in the Government Gazette.

Two notices were inserted in the Colac Herald and a notice in the Government Gazette was inserted on 3 December 2009.

The draft Local Law was also placed on public display at the Rae Street office and the Apollo Bay Customer Service Centre from Friday, 30 October 2009 and on Council's website.

The notice stated that any person affected by the proposed Local Law may make a submission under the provisions of section 223 of the *Local Government Act* 1989. Submissions had to be in writing and be received by the close of business on Friday 15 January 2010. Any person who wishes to be heard in support of their written submissions must request this in their submission.

At the Council meeting held on 16 December 2009 it was resolved;

"That Council:

1. *Notes the extension of time for the receipt of submissions on draft Local law No 4 2009 until 15 January 2010.*
2. *Considers any submissions received in relation to the draft Local law No 4 2009 at the Council meeting to be held on Wednesday 27 January 2010 at 6.00 pm.*
3. *Considers adoption of the draft Local Law No 4 2009 at the Council meeting to be held on 24 February 2010. "*

As part of the statutory process to review the Local Law, the Council is required to consider submissions received.

At the close of time for submissions being 5.00 pm on Friday, 15 January 2010 one submission had been received.

Council Plan / Other Strategies / Policy

This report is consistent with the Council Plan 2009/2013.

Under the key results area of Leadership and Governance there is a key action to review Council's policies.

Issues / Options

Submissions

The submitter has not requested to be heard in support of their written submission.

The one submission received identified the following issues;

- Consideration be given to allowing questions to be asked at Council meetings about any Council subject even if the subject is not on the agenda
- Consideration for questions to be asked at the meeting rather than the requirement to lodge written questions as often there is insufficient time

The submission acknowledges that it is not expected that all questions may be answered at the time but rather addressed at the following Council meeting.

A copy of the submission received has been provided to Councillors.

Review

At the Council meeting on 28 October 2008 it was resolved that during the review of the Local Law that the Mayor's casting vote and question time are to be reconsidered. These issues and the consideration of the submissions received will be further discussed by Council before a report being prepared for a further Council workshop and for the February 2010 Council meeting.

Options

The sole purpose of this report is to consider submissions received in respect to the review of Local Law No 4 2009.

Proposal

That Council consider the submission received.

Financial and Other Resource Implications

The cost of completing the review of the Local Law will include:

- Newspaper and Government Gazette advertising;
- Copying of documents;
- Legal advice;
- Officer time in preparation of documents

Risk Management & Compliance Issues

Council must comply with Part 5 of the *Local Government Act* 1989, in regards to the procedure for making a local law. Council's requirements to make a local law governing the conduct of Council meetings is detailed in section 91 of the Act.

When making or amending a local law, Council must comply with the following provisions of the Act.

s111. Power to make Local Laws

Section 111 of the *Local Government Act* 1989 provides Councils with the authority to make local laws. These local laws are designed to assist Councils to balance the needs of the individual against the needs of the broader community. They are limited to areas in which local Councils have jurisdiction (except those things dealt with under the planning scheme) and cannot be inconsistent with any other laws (either state or federal).

s119. Procedure for making a Local Law

Before a Council makes a local law it must comply with the procedure contained within section 119. This procedure includes giving a notice in the Government Gazette and a public notice stating the purpose and general purport of the proposed local law, that a copy of the proposed local law can be obtained from the Council office and that any person affected by the proposed local law may make a submission relating to the proposed local law under section 223.

After a local law has been made the Council must give a notice in the Government Gazette and a public notice specifying the title of the local law; and the purpose and general purport of the local law; and that a copy of the local law may be inspected at the Council office. In addition, Council must send a copy to the Minister.

s223. Right to make a Submission

Section 223 of the *Local Government Act* 1989 details that the submissions received must be heard by Council and that a person making a submission can specify in their submission that they (or representative) wish to appear before Council to be heard in support of the submission. In addition, Council must notify in writing, each person who has made a separate submission and in the case of a submission made on behalf of a number of persons, one of those persons, of the decision and the reasons for that decision.

Environmental and Climate Change Considerations

Not applicable

Communication Strategy / Consultation

A notice was inserted in the Colac Herald and the Government Gazette regarding the opportunity to make a submission on the proposed Local Law No 4 2009.

Due to the notice not being in the Government Gazette until the 3 December 2009 there was an extended consultation period.

Implementation

Council will further review the issues raised at a Council workshop prior to a report to the February 2010 Council meeting.

Conclusion

One submission has been received on the review of the Local Law 4 and has been provided to Council for consideration.

Attachments

Nil

Recommendation(s)

That Council having considered the written submission refer the submission on Local Law No 4 2009 for further consideration to the Council meeting to be held on Wednesday 24 February 2010.

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OM102701-4**YOUTH COUNCIL 2009 ANNUAL REPORT**

| | | | |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR: | Katherine Attrill | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN0728 |

Purpose

The purpose of this report is to inform Council of the activities undertaken by the Colac Otway Youth Council in 2009 and what is planned for the future.

Declaration of Interests

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

Background

An annual report is to be completed and presented to Council in accordance with the Youth Council Charter yearly.

During 2009 the Colac Otway Youth Council achieved the following projects and activities;

- Hiked the Beechy Trek on the Old Beechy Rail Trail
- Spent time with residents at Mercy Care playing games and talking
- Held leadership talks at all local primary schools to promote becoming involved and taking on leadership roles in our community and schools
- Volunteered time for Battle of the Bands in partnership with Freeza
- Contributed to the planning and running of the recent Careers Expo held in COPACC
- Delivered the Colac Skate Park Stencil Art Project including developing ideas, painting and hosted the Open Days.

Representatives from the 2009 Youth Council presented to Senior Council a summary of their year's activities on Wednesday 23 September 2009 and this report is a summary of the presentation.

Council Plan / Other Strategies / Policy

The Colac Otway Youth Council activities are consistent with the Council Plan objectives;

Strong Leadership: Providing strong community leadership, governance and advocacy services which will benefit the community now and into the future and

Health Recreation and Community Services: 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

There are no issues requiring consideration and there are no options given this report is provided for information only.

Proposal

It is proposed that Council acknowledge and receive this report for information only.

Financial and Other Resource Implications

The Colac Otway Youth Council activities are managed within the allocated financial and other resources. Through partnership opportunities other contributing resources are received such as support, time, funding opportunities, mentoring and experiences.

Risk Management & Compliance Issues

Risk Management and compliance issues are considered on a project or activity basis.

Environmental and Climate Change Considerations

Environmental issues are considered in light of the specific project or activity.

Communication Strategy / Consultation

The 2009 Colac Otway Youth Council communicated their objectives, activities, projects and opportunities for community input throughout the year through the following partnerships with South West Local Learning and Employment Network, Co-Pylit, Colac Area Health and Colac Neighbourhood Renewal.

Media coverage throughout 2009 was conducted through the Colac Herald. Youth Councillors wrote a monthly column for the division's page. The division page is published once a month and talk about youth issues and/or activities within the shire. The Colac Herald also completed articles on the Painting and Open Days conducted at the Colac Skate Park.

A presentation was made to Council on Wednesday 23 September 2009 identifying various activities and projects the Youth Council achieved and their intention towards the Colac Skate Park Stencil Art Project (which has since been completed).

The Colac Skate Park Stencil Art Project invited youth within the community to participate throughout the project in the form of designing the artwork, helping paint the design on the park and then the open day participating in the activities on offer. Youth Council appreciated the opportunity to involve other youth from within the Shire.

Implementation

The Colac Youth Council relies on significant input from the Mentors. The 2009 Mentors included Kerri Bauer - South West Local Learning and Employment Network, Terry Woodcroft – Co-Pylit, Chris Smith – Senior Councillor, Jo Donkers – Colac Area Health/ SYCIC, Kirsty Foley-Neave - Colac Neighbourhood Renewal and Katherine Attrill – Council Administration. The benefits of mentors' work and support of Youth Councillors throughout the 2009 year has been demonstrated through the project they have achieved.

Conclusion

The 2009 Youth Council contributed significantly to the development of the various activities, projects and associated discussions held in 2009. This participation led to their greater understanding not only of Youth Council but also Senior Council, Local Government and community planning. Many of the Youth Councillors have expressed their appreciation of the opportunity to participate on the Colac Otway Youth Council.

Attachments

Nil

Recommendation(s)

That Council acknowledge and accept the 2009 Colac Otway Youth Council Report as information only.

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**OM102701-5****SECOND QUARTER PERFORMANCE REPORT - 2009/2010**

|             |                                |           |           |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR:     | Mark Gunning                   | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | Gen001688 |

**Purpose**

This report provides information to Council and the community on the progress of achieving the Key Actions from the Council Plan 2009-2013, summary of progress on the Capital Works Program and key operational areas for the second quarter of the financial year, the reporting period ending December 2009.

Please refer to the Attachments to this report for more detailed information on:

- Council Plan Progress Report
- Financial Performance Report

**Declaration of Interests**

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

**Background**

Council approved the 2009-2013 Council Plan on 24 June 2009 and Council Officers completed their business plans prior to the start of the 2009/2010 business year. Council approved its budget for 2009/2010 including the Capital Works Program at the Council meeting held 22 July 2009.

This report and attachments detail the progress to date against the performance indicators set in respect of Budget, Capital Works and Council Plan.

**Council Plan / Other Strategies / Policy**

As discussed above this report is discussing performance against the following Council approved documents:

Council Plan 2009-2013  
 Council Capital Works Program  
 Council Budget 2009/2010

**Issues / Options**

The following are identified issues for consideration;

**Council Plan Update**

The attached report provides Council with the second quarterly progress report as at 31 December 2009 against the Council Plan 2009-2013.

The Council Plan consists of six Key Result Areas for the four year Council Plan period:

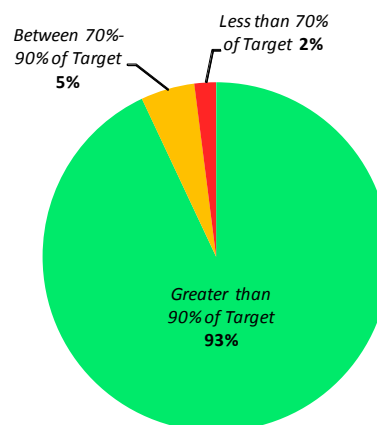
- Leadership and Governance
- Physical Infrastructure and Assets
- Land Use and Development

- Environmental Management
- Economic Development
- Community Health and Wellbeing

Each Key Result Area incorporates a number of Council Plan Strategies (what we want to achieve) and Key Actions (how we will do it). The Strategies and Key Actions are reviewed every 12 months for currency and form the basis of Annual Business Plans and Budgets for each Business Unit of Council.

The number of Council Plan Key Actions being addressed in the 2009/10 financial year has been revised from the 119 appearing in the July-September first quarter's report to 112 for the second quarter's report. This results from 4 of the projects being deferred to the 2010/11 financial year due to not being funded in the 2009/10 budget. The remaining 2 projects do not appear in this report as they are not scheduled to commence until the third quarter of this financial year.

#### Progress on Council Plan Key Actions October – December 2009



In addition, actions designated as 'Ongoing' in the first quarter's report were not reflected in the progress gauges on the first page of the attached report. Consequently, the status of those 21 actions was reviewed and changed to 'In Progress', making the gauges a true reflection of the progress of Key Actions within the Council Plan for the second quarter.

Progress on Council Plan actions is measured cumulatively over the year, with a target set for each quarter. The status of Key Actions at the close of the second quarter is as follows:

- 104 Actions at least 90% of target
- 6 Actions between 70% and 90% of target
- 2 Actions less than 70% of target

The 6 actions rated between 70%-90% are anticipated to achieve completion over the remainder of the financial year.

Of the 2 actions rated less than 70%, one, the development of a 10 year capital upgrade works program for recreation facilities, will be given particular focus in the second half of the financial year to achieve completion. The second action in this category, best value reviews on Council operations, is unlikely to achieve target for this financial year as the best value program is being reviewed as part of a larger project of reviewing cross-organisational systems and processes. The Audit Committee of Council have been briefed on this review.

Progress against the Council Plan Key Actions and annual Business Plan actions are routinely updated in the interplan® business software performance system. Along with progress comments, responsible officers are required to indicate the current status and percentage of achievement. For Council Plan Key Actions, percentage progress is represented by 'traffic lights' throughout the attached report, with cumulative progress for each of the 6 Key Result Areas reflected in the progress gauges on the first page of the

report. The first gauge in the report depicts total progress for the quarter against the 2009/10 Council Plan actions.

As at 31 December 2009, the end of the second quarter, the organisation is on track to achieve a successful outcome for this financial year.

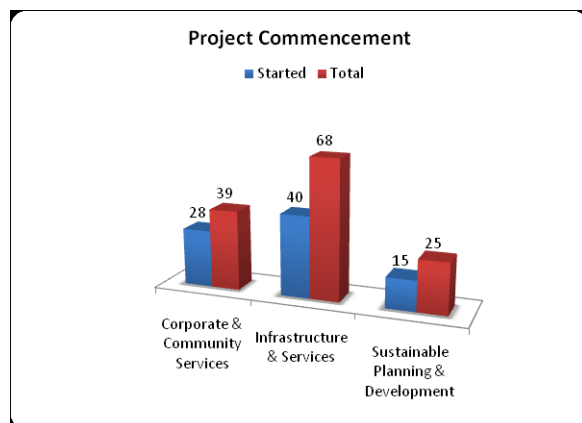
### **Capital Works Program Update**

The Capital Works and Major Projects budget for the 2009/10 year is \$22.104 million, of which \$15.457 million relates to capital asset works.

Through monthly reporting, project managers have generally indicated that projects are mostly on track to be completed by June 2010, and that there are no identified major budget issues.

Overall, there are 132 Major Projects to be undertaken within the 2009/10 program. To date, of the 132 projects, work has commenced on 83 projects, with total expenditure of the program at approximately \$4.54 million. While the level of expenditure is not in line with the relative progress through the financial year, significant expenditure, particularly in Capital Works, is forecast to occur during the construction period of December 2009 through March 2010. Within the 2009/10 Capital Works and Major Projects program, 2 projects have been identified for deferral. The projects relate to the re-sheeting and renewal works along Old Beech Forest Road, as well as Regent Place Lighting improvements. Old Beech Forest Road project was subject to funding through the "Better Roads Victoria Fund", for which Council was unsuccessful. A new funding application has been lodged at which time, if successful, this project will be included in future programs.

The graph represents the number of projects that have commenced relative to the total number of major projects allocated to each Department of Council.



### **Financial Performance Update**

As at the 31<sup>st</sup> December 2009 the operating result was a surplus of \$6.5 million. This figure, however, includes expenditure on Capital Works and the total amount of Rates raised for the financial year.

The forecast surplus for the 2009-2010 year will be approximately \$1.7 million. It is worth noting that the budget expectations were for a balanced result, excluding carry over items, for the year.

It continues to be a priority of Council to achieve an operating surplus for the 2009-2010 year and that we will continue to refine our forecasts and adjust our activities to ensure that,

insofar as it is possible, Council is in the position to report an operating surplus for the 2009-2010 financial year.

Council has a cash at bank balance of \$3.984 million, which is substantially lower than for the same time in 2008/2009. Rates notices were issued to rate payers in September and reminders for instalments are being sent as required in each quarter. To date we have received 30.15% of the rates and charges which is a slightly higher proportion than for the same period last year of 29%. Council has also received \$0.083 million in investment interest for the year to 31<sup>st</sup> December 2009, which is slightly higher than for the same period last year due to an overall increase in interest rates.

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

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

The following outlines budget performance for key operational areas:

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

**Colac Livestock Selling Centre:** The Colac Livestock Selling Centre is currently on track to meet the budget expectations for the 2009-2010 financial year.

**Planning and Building:** Strategic Planning is unlikely to reach the budgeted expenditure due to the delay in commencing some projects due to difficulties late in 2009 recruiting experienced staff, and there has been less income than budgeted in Statutory Planning and Building resulting from a lower than expected number of incoming planning permit and building permit applications. Overall however, the unit is expected to achieve its budget".

**Colac Otway Performing Arts & Cultural Centre (COPACC):** Income is significantly lower than the budget expectations due to lower sales, which may be a by-product of tougher economic conditions. Expenditure however is also tracking slightly higher, so exacerbating the result for COPACC. Further work is being done to minimise the impact to the overall budget.

**Bluewater Fitness Centre (BWFC):** Expenditure for the Bluewater Fitness Centre has been consistently tracking closely with the current forecast predictions. The same cannot be said for income as it is currently below budget; however the summer months may provide for an increasing level of income.

**Contracts and Tenders**

Contracts and tenders entered, and let respectively, in the reporting period are detailed below:

**CONTRACTS AWARDED AND TENDERS ADVERTISED FOR OCTOBER 2009 TO DECEMBER 2009****OCTOBER 2009****Contracts Awarded**

| Contract No.              | Description | Contractor | Value \$<br>(excluding GST) |
|---------------------------|-------------|------------|-----------------------------|
| No Contracts were awarded |             |            |                             |

**Tenders Advertised**

| Tender No.                 | Description | Closing Date |
|----------------------------|-------------|--------------|
| No Tenders were advertised |             |              |

**NOVEMBER****Contracts Awarded**

| Contract No. | Description                                | Contractor          | Value \$<br>(excluding GST) |
|--------------|--------------------------------------------|---------------------|-----------------------------|
| 0915         | Provision of Building Maintenance Services | Various Contractors | Schedule of Rates           |
| 0917         | Bituminous Sealing Works                   | SprayLine           | 682,806                     |

**Tenders Advertised**

| Tender No.                 | Description | Closing Date |
|----------------------------|-------------|--------------|
| No Tenders were advertised |             |              |

**DECEMBER****Contracts Awarded**

| Contract No.              | Description | Contractor | Value \$<br>(excluding GST) |
|---------------------------|-------------|------------|-----------------------------|
| No Contracts were awarded |             |            |                             |

**Tenders Advertised**

| Tender No.                | Description | Closing Date |
|---------------------------|-------------|--------------|
| No Contracts were awarded |             |              |

There are two options;

1. To accept the report as tabled
2. Reject the report as tabled.

**Proposal**

That Council consider the report as detailed herein and receive the report as provided.

**Financial and Other Resource Implications**

Financial matters affecting the budget performance of Council are detailed in this report and the Quarterly Finance Report attached.

**Risk Management & Compliance Issues**

This report meets reporting obligations of officers to Council.

**Environmental and Climate Change Considerations**

Applied in preparation of Council Plan and adoption of budgets.

**Communication Strategy / Consultation**

Report provided for the information of Council.

**Implementation**

The report is for the information of Council.

**Conclusion**

This report has been compiled by the Organisational Support and Development Unit of Council with provision of information from the Finance and Infrastructure and Services areas of Council's operations and reflects the performance, year to date against the annual plan, budget and targets set by Council for the second quarter of the 2009-2010 year.

**Attachments**

1. Council Financial Report - December 2009
2. Quarterly Council Plan Progress Report - December 2009

**Recommendation(s)**

***That Council receive for information the second quarter Performance Report for the three months ending 31 December 2009.***

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Colac Otway Shire Council
Operating Statement
Half Yearly Report ending 31 December 2009



Colac Otway Shire		Actual	Revised Budget	Variance
Income				
	Amounts For New Or Upgraded Assets	(267,823)	(4,504,100)	(4,236,277)
	Asset Disposal & Fair Value Adjustments	(909)	0	909
	Grants Subsidies Contributions	(3,092,952)	(10,062,705)	(6,969,753)
	Investment Income	(83,371)	(220,000)	(136,629)
	Other Revenues	(187,651)	(213,542)	(25,891)
	Rates	(19,268,578)	(18,475,755)	792,823
	Reimbursements	(114,655)	(74,500)	40,155
	Sale Proceeds - Contra Sales	(81,636)	(1,300,000)	(1,218,364)
	Statutory Charges	(194,158)	(604,660)	(410,502)
	User Charges	(1,272,883)	(3,150,403)	(1,877,510)
Total Income		(24,564,626)	(38,625,665)	(14,061,039)
Expenditure				
	Contracts	3,897,761	10,383,479	6,485,718
	Depreciation Amortisation & Impairment	4,850,422	8,961,000	4,110,578
	Employee Costs	5,945,885	11,014,203	5,068,318
	Finance Costs	83,281	323,384	240,103
	Materials	1,224,812	2,547,095	1,322,283
	Other Expenses	2,019,206	3,686,055	1,666,849
Total Expenditure		18,021,367	36,915,216	18,893,849
Operating Result		(6,543,259)	(1,710,449)	4,832,810

Colac Otway Shire Council
Operational Summary
Half Yearly Report ending 31 December 2009



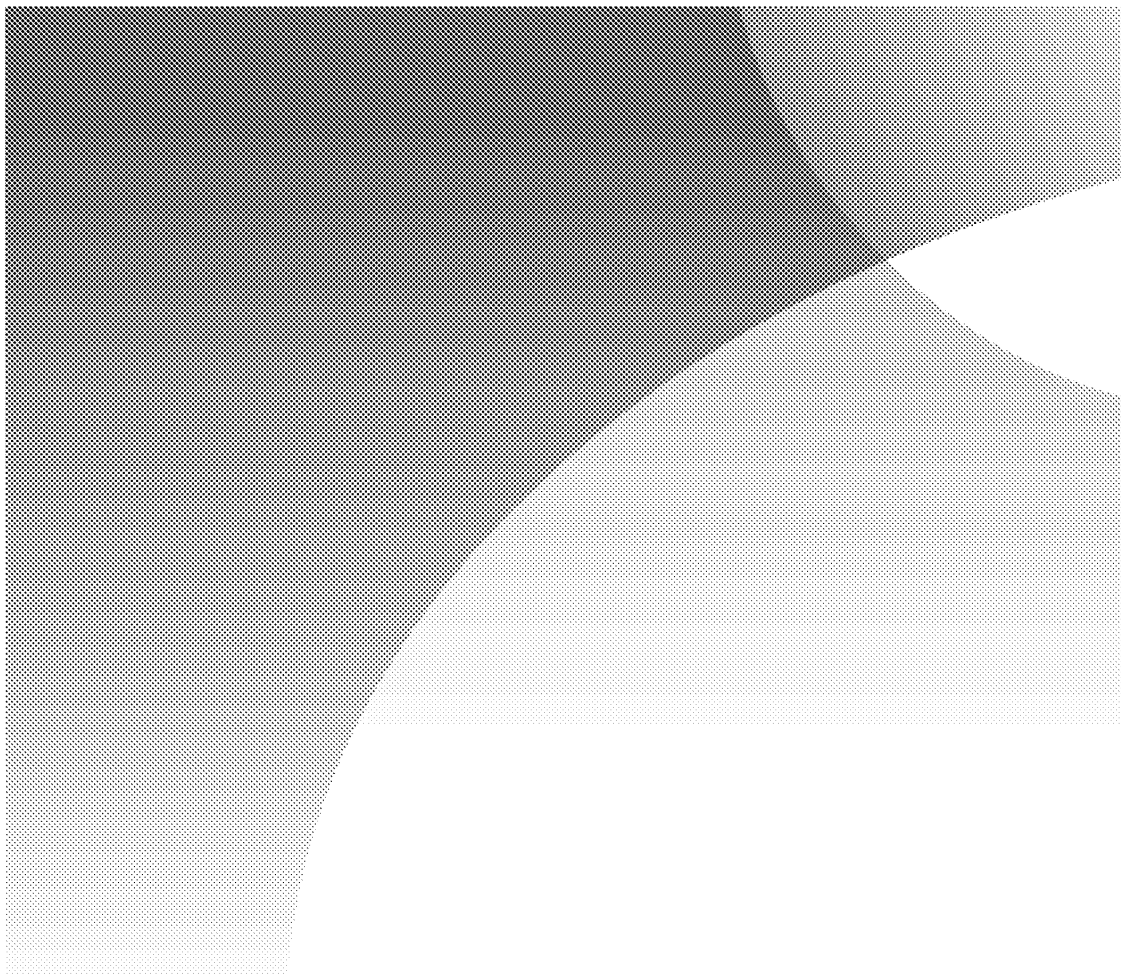
		Revised Budget	YTD Variance
Chief Executive Office			
CEO			
	<i>Executive Office</i>	229,698	427,398
	Income	0	0
	Expenditure	229,698	427,398
	<i>Public Relations and Marketing</i>	44,997	111,857
	Income	0	0
	Expenditure	44,997	111,857
CEO Total		274,695	539,255
Council			
	<i>Elected Members</i>	95,132	309,045
	Income	(211)	0
	Expenditure	95,343	309,045
Council Total		95,132	309,045
Chief Executive Office Total		369,827	848,300
Corporate & Community Services			
Corporate & Community Services Management			
	<i>Corporate & Community Services Man.</i>	167,290	1,997,962
	Income	(21,335)	(76,200)
	Expenditure	188,625	2,074,162
	<i>Libraries</i>	218,992	431,483
	Income	0	(35,000)
	Expenditure	218,992	466,483
Corporate & Community Services Management Total		386,282	2,429,445
Finance & Customer Service			
	<i>Cemeteries</i>	3,685	7,230
	Income	(1,142)	(2,980)
	Expenditure	4,827	9,310
	<i>Customer Service</i>	165,380	327,942
	Income	(1,114)	(7,300)
	Expenditure	166,494	335,842
	<i>Financial Services</i>	(1,559,672)	(7,320,898)
	Income	(2,136,173)	(9,268,630)
	Expenditure	576,502	1,346,035
	<i>Office Accommodation</i>	78,868	57,500
	Income	(9,164)	(18,500)
	Expenditure	88,032	74,000
	<i>On-Cost Recovery</i>	(579,789)	(487,862)
	Expenditure	(579,789)	(407,862)
	<i>Overheads</i>	35,620	(7,636)
	Income	(67,158)	(180,630)
	Expenditure	102,776	173,200
	<i>Property & Rates</i>	(16,894,736)	(16,282,438)
	Income	(17,069,043)	(16,757,451)
	Expenditure	174,306	474,956
	<i>Vic Roads</i>	(5,309)	(800)
	Income	(47,832)	(85,613)
	Expenditure	42,523	85,013
Finance & Customer Service Total		(18,755,872)	(24,226,610)
Health & Community Services			
	<i>Aged & Disability - Community Transp</i>	51,190	(15,323)
	Income	(20,875)	(85,500)
	Expenditure	72,065	69,177
	<i>Aged & Disability - Contracted Out Ser</i>	76,405	(12,000)
	Income	(31,442)	(43,000)
	Expenditure	107,846	31,000
	<i>Aged & Disability - HACC</i>	292,747	292,257
	Income	(370,211)	(1,133,382)
	Expenditure	662,959	1,425,639
	<i>Aged & Disability - Rural Access</i>	16,119	10,585
	Income	(16,012)	(60,000)
	Expenditure	32,131	70,585
	<i>Aged & Disability - Seniors Centres</i>	644	2,483
	Income	0	(23,000)
	Expenditure	644	25,483
	<i>Aged & Disability - Veterans Affairs</i>	(72,826)	(159,809)
	Income	(105,226)	(318,000)

		Revised Budget	YTD Variance	
	Expenditure	32,400	167,500	135,100
<i>Aged & Disability - The Meeting Place</i>		23,784	66,996	43,212
	Income	(3,017)	0	3,017
	Expenditure	26,802	66,996	40,194
<i>Children & Family Services - Family De</i>		127,914	73,121	(54,793)
	Income	(83,540)	(495,600)	(411,960)
	Expenditure	211,454	568,621	357,167
<i>Children & Family Services - Kindergar</i>		860	0	(860)
	Income	0	0	0
	Expenditure	860	0	(860)
<i>Children & Family Services - M&CH</i>		92,634	120,756	28,122
	Income	(44,768)	(158,000)	(113,232)
	Expenditure	137,402	278,756	141,354
<i>Community and Social Development</i>		207,442	175,072	(32,370)
	Income	0	(2,600)	(2,600)
	Expenditure	207,442	177,072	(30,370)
<i>Health & Community Services Manage</i>		(8,176)	148,800	154,976
	Income	(76,523)	0	76,523
	Expenditure	70,347	148,800	78,453
<i>Public Health</i>		(51,350)	214,167	266,117
	Income	(63,918)	(103,100)	(39,182)
	Expenditure	11,968	317,267	305,299
<i>Public Health - Immunisation</i>		2,878	0	(2,878)
	Income	(700)	(17,000)	(16,300)
	Expenditure	3,578	17,000	13,422
<i>Public Health - Septic</i>		(168)	0	169
	Income	(2,209)	0	2,209
	Expenditure	2,040	0	(2,040)
<i>Transport Connections</i>		1,818	(58,023)	(59,841)
	Income	0	(200,168)	(200,168)
	Expenditure	1,818	142,145	140,327
Health & Community Services Total		763,315	867,391	104,076
Information Services				
<i>Emergency Management</i>		2,717	0	(2,717)
	Income	0	0	0
	Expenditure	2,717	0	(2,717)
<i>Geographical Information Systems</i>		11,504	33,000	21,496
	Income	(50,000)	(60,000)	(10,000)
	Expenditure	61,504	93,000	31,496
<i>Information Communications & Techno</i>		692,170	1,158,414	466,244
	Income	(352)	0	382
	Expenditure	692,552	1,158,414	465,862
<i>Records Management</i>		98,077	214,018	115,941
	Income	0	0	0
	Expenditure	98,077	214,018	115,941
Information Services Total		804,468	1,405,432	600,964
Organisation Support & Development				
<i>Human Resources</i>		189,853	725,578	535,725
	Income	0	0	0
	Expenditure	189,853	725,578	535,725
<i>Risk Management</i>		610,135	(90,832)	(700,767)
	Income	0	(772,000)	(772,000)
	Expenditure	610,135	681,368	71,233
Organisation Support & Development Total		799,989	634,946	(165,043)
Recreation Arts & Culture				
<i>Apollo Bay Leisure Centre</i>		(50)	42,000	42,050
	Income	(1,934)	(10,000)	(8,066)
	Expenditure	1,884	52,000	50,116
<i>Arts and Culture</i>		13,651	69,259	55,608
	Income	0	0	0
	Expenditure	13,651	69,259	55,608
<i>Bluewater Fitness Centre - Aquatic</i>		35,857	285,807	249,950
	Income	(306,929)	(738,000)	(431,071)
	Expenditure	342,786	1,023,807	681,021
<i>Bluewater Fitness Centre - Stadium</i>		165,936	1,000	(164,836)
	Income	(43,153)	(44,000)	(847)
	Expenditure	209,089	45,000	(164,089)
<i>COPACC</i>		131,399	334,349	202,950
	Income	(173,166)	(467,790)	(294,624)
	Expenditure	304,565	802,139	497,574
<i>Events</i>		113,197	188,949	75,752
	Income	(20,744)	(19,125)	1,619
	Expenditure	133,942	208,074	74,132
<i>Lavers Hill Leisure Centre</i>		0	20,000	20,000
	Income	0	0	0
	Expenditure	0	20,000	20,000

		Revised Budget	YTD Variance
<i>Recreation</i>		1,139,948	2,091,523
	Income	(287,269)	(1,985,610)
	Expenditure	1,427,217	4,077,133
<i>Recreation, Arts & Culture Office</i>		127,287	0
	Income	0	0
	Expenditure	127,287	0
Recreation Arts & Culture Total		1,727,226	3,032,887
Corporate & Community Services Total		(14,274,593)	(15,855,509)
			(1,581,916)
Infrastructure & Services			
Capital Works			
<i>Bridges - Capital Works</i>		0	120,000
	Expenditure	0	120,000
<i>Capital Works Office</i>		(222,491)	(4,847,764)
	Income	(374,891)	(4,670,764)
	Expenditure	152,399	23,000
<i>Footpaths - Capital Works</i>		197,994	289,700
	Expenditure	197,994	289,700
<i>Kerb & Channel - Capital Works</i>		0	57,750
	Expenditure	0	57,750
<i>Parks & Reserves - Capital Works</i>		202,654	1,548,036
	Expenditure	202,654	1,548,036
<i>Playgrounds - Capital Works</i>		0	15,000
	Expenditure	0	15,000
<i>Road Furniture - Capital Works</i>		35,112	78,000
	Expenditure	35,112	78,000
<i>Road Safety - Capital Works</i>		1,880	15,000
	Expenditure	1,880	15,000
<i>Roads - Capital Works</i>		580,268	5,704,039
	Expenditure	580,268	5,704,039
<i>Sports Grounds & Recreation Facilities</i>		4,179	642,728
	Expenditure	4,179	642,728
<i>Street Lighting - Capital Works</i>		0	10,000
	Expenditure	0	10,000
<i>Urban Drainage - Capital Works</i>		24,529	444,326
	Expenditure	24,529	444,326
Capital Works Total		824,126	4,276,815
COSWORKS			3,452,689
<i>Bridges</i>		54,630	0
	Income	0	0
	Expenditure	54,630	0
<i>Colac Livestock Selling Centre</i>		(97,268)	(63,128)
	Income	(209,899)	(464,780)
	Expenditure	112,633	401,651
<i>COSWORKS</i>		718,217	190,281
	Income	0	0
	Expenditure	718,217	190,281
<i>Emergency Services</i>		24,298	28,700
	Income	0	(17,700)
	Expenditure	24,298	46,400
<i>Footpaths</i>		0	37,910
	Income	0	0
	Expenditure	0	37,910
<i>Foreshores & Beaches</i>		47,083	0
	Income	(8,157)	0
	Expenditure	55,241	0
<i>Kerb & Channel</i>		96,195	0
	Income	0	0
	Expenditure	96,195	0
<i>Parks and Reserves</i>		273,475	614,362
	Income	0	(8,320)
	Expenditure	273,475	622,682
<i>Plant Operations</i>		(322,960)	(91,682)
	Income	(104,741)	(352,000)
	Expenditure	(218,218)	500,318
<i>Playgrounds</i>		1,690	0
	Income	0	0
	Expenditure	1,690	0
<i>Private Works</i>		(3,077)	(12,000)
	Income	(12,611)	(47,000)
	Expenditure	9,533	35,000
<i>Road Furniture</i>		361	351,100
	Income	0	0
	Expenditure	361	351,100
<i>Roads</i>		911,758	1,380,340
	Income	0	0

			Revised Budget	YTD Variance
	Expenditure	911,758	1,380,340	468,582
<i>Rural Drainage</i>		0	25,260	25,260
	Income	0	0	0
	Expenditure	0	25,260	25,260
<i>Sport Grounds and Recreation Facilities</i>		35,023	132,059	97,036
	Income	0	(21,370)	(21,370)
	Expenditure	35,023	153,429	118,406
<i>Street Cleaning</i>		43,056	162,820	119,764
	Expenditure	43,056	162,820	119,764
<i>Streetscape</i>		186	346,050	345,864
	Income	0	0	0
	Expenditure	186	346,050	345,864
<i>Urban Drainage</i>		129,315	311,832	182,517
	Income	0	0	0
	Expenditure	129,315	311,832	182,517
<i>Vegetation Management</i>		192,316	0	(192,316)
	Income	0	0	0
	Expenditure	192,316	0	(192,316)
COSWORKS Total		2,104,301	3,453,903	1,349,602
Infrastructure Services Management				
<i>Infrastructure & Services Management</i>		150,611	80,000	(70,611)
	Income	0	0	0
	Expenditure	150,611	80,000	(70,611)
Infrastructure Services Management Total		150,611	80,000	(70,611)
Major Contracts				
<i>Aerodrome</i>		8,289	10,150	1,861
	Income	(2,082)	0	2,082
	Expenditure	10,370	10,150	(220)
<i>Contract Management</i>		110,165	254,977	144,812
	Income	(15,134)	(2,500)	12,634
	Expenditure	125,299	257,477	132,178
<i>Major Contracts</i>		39,004	0	(39,004)
	Income	0	0	0
	Expenditure	39,004	0	(39,004)
<i>Waste Management</i>		(1,101,428)	3,476,788	4,578,217
	Income	(2,250,379)	(2,610,638)	(330,260)
	Expenditure	1,178,950	6,087,427	4,908,477
Major Contracts Total		(943,971)	3,741,915	4,685,886
Sustainable Assets				
<i>Asset Management</i>		1,100	0	(1,100)
	Expenditure	1,100	0	(1,100)
<i>Buildings</i>		354,660	1,054,803	700,143
	Income	(31,805)	(186,500)	(154,695)
	Expenditure	386,465	1,251,303	864,838
<i>Public Toilets</i>		27,655	95,931	68,276
	Income	0	0	0
	Expenditure	27,655	95,931	68,276
<i>Street Lighting</i>		65,162	147,310	82,148
	Income	(581)	0	591
	Expenditure	65,753	147,310	81,557
<i>Sustainable Assets Office</i>		143,627	1,109,928	966,301
	Income	0	0	0
	Expenditure	143,627	1,109,928	966,301
Sustainable Assets Total		592,204	2,407,972	1,815,768
Infrastructure & Services Total		2,727,271	13,960,605	11,233,334
Sustainable Planning & Development Services				
Economic Development				
<i>Business</i>		18,602	100,500	81,898
	Income	(6,778)	(77,500)	(70,722)
	Expenditure	25,379	178,000	152,621
<i>Community</i>		6,080	58,200	52,120
	Income	0	0	0
	Expenditure	6,080	58,200	52,120
<i>Economic Development</i>		365,999	1,100,830	734,831
	Income	(282,143)	(299,700)	(17,557)
	Expenditure	648,142	1,400,530	752,388
<i>Liveability</i>		20,853	0	(20,853)
	Expenditure	20,853	0	(20,853)
Economic Development Total		411,534	1,259,530	847,996
Environment & Community Safety				
<i>Environment</i>		212,417	428,073	215,656
	Income	(5,095)	(15,000)	(9,905)
	Expenditure	217,422	443,073	225,651
<i>Fire Prevention and Emergency Serv</i>		64,662	177,718	113,056

		Revised Budget	YTD Variance
	Income	(8,338)	(79,662)
	Expenditure	73,000	183,718
<i>Local Laws</i>		205,046	92,985
	Income	(65,650)	(201,810)
	Expenditure	270,696	294,795
Environment & Community Safety Total		482,125	421,697
Planning & Building			
<i>Building</i>		108,820	26,062
	Income	(25,230)	(87,770)
	Expenditure	134,050	113,832
<i>Statutory Planning</i>		153,489	467,280
	Income	(76,382)	(125,608)
	Expenditure	229,881	592,888
<i>Strategic Planning</i>		303,337	221,053
	Income	386	(2,386)
	Expenditure	302,951	223,439
Planning & Building Total		565,646	714,395
Sustainable Planning & Development Management			
<i>Sustainable Planning & Development M</i>		109,531	126,802
	Income	0	0
	Expenditure	109,531	126,802
Sustainable Planning & Development Management Total		109,531	126,802
Sustainable Planning & Development Services Total		1,568,835	2,110,891
Grand Total		(9,608,660)	12,240,782

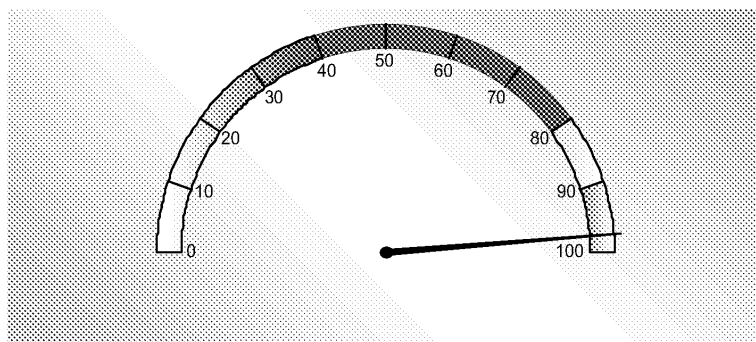


Quarterly Council Plan Progress Report

Period: 01/10/09 - 31/12/09

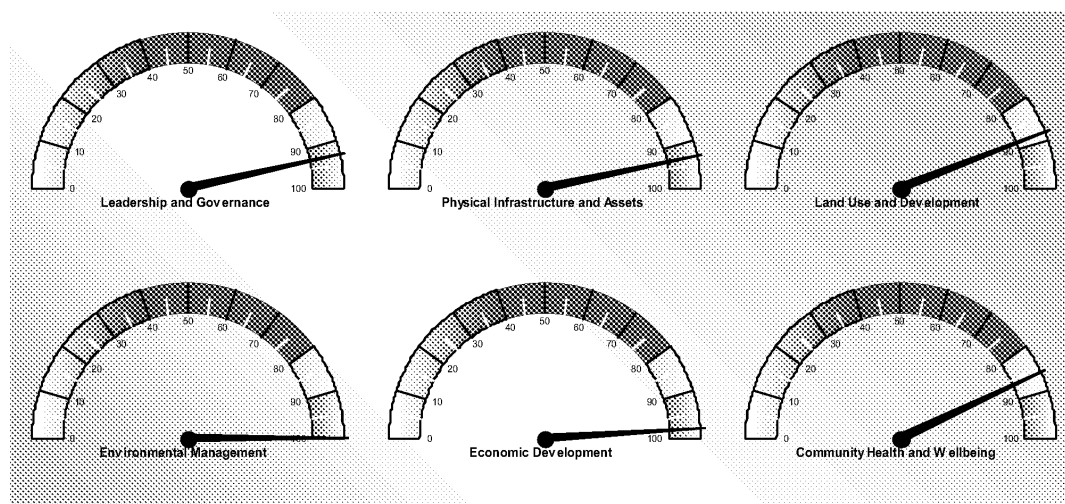


Quarterly Progress against Council Plan Actions



Description	Indicator
112 Council Plan Actions reported on	
104 Council Plan Actions at least 90% of target	
6 Council Plan Actions between 70% and 90% of target	
2 Council Plan Actions less than 70% of target	
0 Council Plan Actions with no target set	

Overall Progress against Key Result Areas in Council Plan



KEY RESULT AREA	NO. OF COUNCIL PLAN ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET
1. Leadership and Governance	33	30	2	1	0	0
2. Physical Infrastructure and Assets	11	11	0	0	0	0
3. Land Use and Development	14	11	3	0	0	0
4. Environmental Management	15	15	0	0	0	0
5. Economic Development	21	20	1	0	0	0
6. Community Health and Wellbeing	18	17	0	1	0	0

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Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

KPI	Period	Comments	Unit	Target	Actual	Indicator
Key Result Area: Environmental Management						
Increased Environmental Sustainability - Eco Buy Accreditation	Annual	N/A	%	100.00	N/A	Annual
Increased Environmental Sustainability - achievement of Milestone 5 (Cities for Climate Protection Program)	Annual	N/A	%	100.00	N/A	Annual
Achievement of Council Commitments and Key Actions	Annual	N/A	%	100.00	N/A	Annual
Key Result Area: Community Health and Wellbeing						
Achievement of Council Commitments and Key Actions (CH&W)	Annual	N/A	%	100.00	N/A	Annual
Community satisfaction with Recreational Facilities	Annual	N/A	%	66.00	N/A	Annual
Community satisfaction with Health and Human Services	Annual	N/A	%	77.00	N/A	Annual
Key Result Area: Physical Infrastructure and Assets						
Percentage of Capital Works expenditure projects completed	Annual	N/A	%	85.00	N/A	Annual
Achievement of Council Commitments and Key Actions	Annual	N/A	%	100.00	N/A	Annual
Capital Works expenditure actual compared to budgeted expenditure	Annual	N/A	%	85.00	N/A	Annual
Asset renewal sustainability index	Annual	N/A	%	80.00	N/A	Annual
Key Result Area: Leadership and Governance						
Achievement of Council Commitments and Key Actions	Annual	N/A	%	100.00	N/A	Annual
Community satisfaction with Council's Advocacy role	Annual	N/A	%	63.00	N/A	Annual
Community satisfaction with Council's Customer Contact	Annual	N/A	%	73.00	N/A	Annual
Risk Liability Assessment	Annual	N/A	%	87.00	N/A	Annual

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Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

Key Result Area: Leadership and Governance							
Community satisfaction with the Overall Performance of Council	Annual	N/A	%	62.00	N/A	Annual	
Audit Opinion issued on Financial Statements - compliance with all statutory requirements	Annual	N/A	%	100.00	N/A	Annual	
Community satisfaction with Council's Community Engagement	Annual	N/A	%	62.00	N/A	Annual	
Key Result Area: Economic Development							
Achievement of Council Commitments and Key Actions	Annual	N/A	%	100.00	N/A	Annual	
Completion of Master Plan priorities for all small towns	Annual	N/A	%	80.00	N/A	Annual	
Key Result Area: Land Use and Development							
Building permits processed within statutory timeframes	Annual	N/A	%	70.00	N/A	Annual	
Achievement of Council Commitments and Key Actions	Annual	N/A	%	100.00	N/A	Annual	
Planning permits processed within statutory timeframes	Annual	N/A	%	70.00	N/A	Annual	



Top 12 Council Plan Actions



Less than 70% of Action target achieved



Between 70% and 90% of Action target achieved



At least 90% of Action target achieved

ACTION	RESPONSIBLE COMMITTEE	BUSINESS UNIT	COMPL. DATE	PROGRESS
Key Result Area: 1 Leadership and Governance				
Council Plan Objective: 1.1 Fulfil leadership, statutory & legal obligations to community & staff in a fair, ethical, inclusive, sustainable and financially responsible way to meet current & future needs & practical aspirations.				
Council Plan Strategy: 1.1.3 Provide responsible financial management.				
1.1.3.4 Develop a ten year financial plan that is integrated with Council's Asset Management Strategy.	A process to commence the preparation of a Long Term Financial Plan has commenced. Has been put on hold until the Local Government Credibility Program has been undertaken.	Corporate & Community Services GM's Office	30/06/2013	
Council Plan Strategy: 1.1.7 Provide a fair, safe and healthy work environment.				
1.1.7.1 Review Council Offices and Staff Accommodation to ensure appropriate space is provided to accommodate staff.	Infrastructure Department relocated and existing Rae Street office downstairs remodelled to better accommodate the Strategic Planning and Development and Corporate Services Departments. This is an interim measure prior to review of accommodation and presentation of detailed plans and costings to Council for future budget consideration.	Chief Executive Office	30/06/2012	
Key Result Area: 2 Physical Infrastructure and Assets				
Council Plan Objective: 2.1 Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.				
Council Plan Strategy: 2.1.1 Ensure infrastructure development, renewal and maintenance plans address current and forecast community needs.				
2.1.1.4 Develop a 10 year capital works and major projects program according to adopted priorities.	The new budget requests submitted in Dec 2009 are being included for prioritisation within the program.	Capital Works	30/06/2010	
Council Plan Strategy: 2.1.2 Implement and manage Colac Otway Shire's Road Management Plan				
2.1.2.2 Continue active participation and involvement in the STEP Asset Management Program with the Municipal Association of Victoria.	Next STEP visit has been rescheduled to January/February 2010 following announcement of the Federal Government's newly introduced AM Framework	Sustainable Assets	30/06/2013	



Colac Otway Shire Council

QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
Key Result Area: 3 Land Use and Development				
Council Plan Objective: 3.1 Engage, plan & make decisions about land use & development that takes into account Council's regulatory role, diverse geography, social, community, economic & environmental impacts now & in the future				
Council Plan Strategy: 3.1.1 Ensure a partnership approach to land use planning that reflects the needs, values and aspirations of the community.				
3.1.1.5 Finalise and implement a car parking study for Colac & Apollo Bay.	Consultants commenced the project in January 2009 with surveys of car parking in Colac and Apollo Bay. A review of retail floor area forecasts for each town was completed in July. An Issues and Options Paper was considered by Council at its December meeting, with public consultation to occur late January/February before preparation of a Draft Parking Study.	Planning & Building Services	30/06/2011	
Key Result Area: 4 Environmental Management				
Council Plan Objective: 4.1 Council will protect and enhance the environment entrusted to us, demonstrate efficient use of natural resources and minimise climate change impacts.				
Council Plan Strategy: 4.1.1 Develop a coordinated approach to managing environmental issues across all Council activities.				
4.1.1.1 Finalise the development of an Environment Strategy.	Council endorsed the release of the draft Environment Strategy in October 2009. There has been little community feedback on the draft. A graphic designer has been engaged to produce the final layout of the document. The Environment Strategy will be submitted to Council for sign off in January 2009.	Environment & Community Safety	30/06/2010	
Council Plan Strategy: 4.1.6 Minimise, recycle and manage residential waste.				
4.1.6.4 Implement the Waste Management Plan and review current contractual arrangements.	Tenders received for the waste services contract are currently being evaluated, with a report due to go to Council in February 2010.	Major Contracts	30/07/2011	
Key Result Area: 5 Economic Development				
Council Plan Objective: 5.1 Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership.				
Council Plan Strategy: 5.1.3 Support local business to develop and succeed.				




Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMPLETION DATE	PROGRESS
5.1.3.1 Develop a Master Plan to support the redevelopment of the Colac Central Business District streetscape including traffic management, parking and the Memorial Square.	Further funding discussions with Regional Development Victoria and Department of Planning and Community Development but no commitment received at this stage. Ability to proceed in the current financial year will be subject to achieving appropriate funding. Car Parking Plans for Colac and Apollo Bay proceeding as scheduled. Workshop conducted with Council December 9 by Car Parking consultants and business unit officers.	Sustainable Planning & Development GM's Office	30/06/2011	
Council Plan Strategy:		5.1.5 Participate in regional and Shire based marketing and promotion initiatives designed to promote 'brand awareness' of the Colac Otways and Great Ocean Road region.		
5.1.5.4 Continue to provide strategic support to tourism including operation of the Colac and Apollo Bay Visitor Information Centres and provision of funding to Otways Tourism.	Planning completed for Colac Visitor Information Centre renovation. Contractor available in early 2010. Completed first draft Otways Tourism Service Agreement Review report.	Economic Development	30/06/2013	
Key Result Area:		6 Community Health and Wellbeing		
Council Plan Objective:		6.1 Promote community health & wellbeing in partnership with other health services to provide a broad range of customer focussed health, recreation, cultural & community amenities, services and facilities		
Council Plan Strategy:		6.1.1 Provide, facilitate or advocate for a range of health, recreation, community services and facilities.		
6.1.1.22 Continue in partnership with the Colac Community and project stakeholders to plan and develop the Beechy Precinct in accordance with Council approvals and review Council's continued involvement in the Beechy Precinct in respect of all elements that still require Council approvals.	Beechy Logo launched. Enhanced Library Services Project - received Final Report. Funding application for Bluewater Fitness Centre Redevelopment to be submitted to the Federal Government by 14 January 2010.	Recreation, Arts and Culture	30/06/2013	
Council Plan Strategy:		6.1.3 Adopt a partnership approach to addressing the current and future health and wellbeing needs of the community.		



Colac Otway Shire Council QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)

ACTION	STRATEGIC COMMUNITY	BUSINESS UNIT	COMPLETION DATE	PROGRESS
6.1.3.42 Implement and promote the Municipal Public Health Plan.	Working with G21 Council's and the Colac Otway Integrated Health Promotion Working Group partnership to develop consistent health & wellbeing planning approaches. Conducted a workshop on Urban Design and its impacts on physical health and mental wellbeing for Colac Otway Shire managers and representatives from State Government agencies in November 2009. Final draft of Municipal Public Health Plan is to be presented to Council for endorsement prior to June 2010.	Health and Community Services	30/06/2013	



Council Plan Actions



Less than 70% of Action target achieved



Between 70% and 90% of Action target achieved



At least 90% of Action target achieved

Location	Strategic Objectives	Business Unit	Comp. Date	Progress
Key Result Area: 1 Leadership and Governance				
Council Plan Objective: 1.1 Fulfil leadership, statutory & legal obligations to community & staff in a fair, ethical, inclusive, sustainable and financially responsible way to meet current & future needs & practical aspirations.				
Council Plan Strategy: 1.1.1 Lead the community in responding to the current and long term sustainability challenges facing the municipality.				
1.1.1.3 Pursue the development of a collaboratively developed Sustainable Population Strategy that takes into account the demographic, social, environment, economic, land use and leadership factors that make a great municipality.	Work proceeding with Both G21 and Great South Coast groups and DPCD (Department of Planning and Community Development). Initial meetings held and discussions proceeding. The General Manager Sustainable Planning and Development and the Manager Planning and Building appointed to the working group.	Chief Executive Office	30/12/2011	
1.1.1.3 Review of Council's Policies.	The process to review Council Policies is continuing. A number of policies have been reviewed and adopted by Council.	Corporate & Community Services GM's Office	30/06/2013	
Council Plan Strategy: 1.1.2 Improve community engagement to ensure open, accessible, transparent planning and decision making.				
1.1.2.3 Continuously improve and implement Council's Community Engagement Policy, Procedure and Toolkit.	A working group of media, Economic Development and Community, Recreation and Arts staff are developing the tool kit. Managers' briefing session held.	Chief Executive Office	30/06/2010	
1.1.2.4 Conduct community forums throughout the Shire.	Community sessions held in September in four centres regarding the C55 amendment. Community sessions held in four centres regarding the Environmental Sustainability Strategy in September and early October. Community meetings held to discuss the Rural living strategy and Structure plans for Forrest and Birregurra.	Chief Executive Office	30/06/2013	








Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
Council Plan Strategy:				
1.1.3 Provide responsible financial management.				
1.1.3.1 Facilitate a strategic and integrated approach for grants applications which ensures alignment with the Council Plan and Budget.	Full report completed on current status of Colac Otway Shire grants management. Calendar year end external income is \$1,559,500.	Economic Development	30/06/2013	
1.1.3.2 Secure multiple grants for major projects, where possible, to reduce Council's matching contribution from other than rate revenue.	Grants Officer has enhanced the grants management data base to ensure higher accountability of project managers for milestone and final reporting.	Economic Development	30/06/2010	
1.1.3.4 Develop a ten year financial plan that is integrated with Council's Asset Management Strategy.	A process to commence the preparation of a Long Term Financial Plan has commenced. Has been put on hold until the Local Government Credibility Program has been undertaken.	Corporate & Community Services GM's Office	30/06/2013	
1.1.3.8 Support the Audit Committee and maintain an internal audit program ensuring an Audit Plan is developed and implemented annually based on the outcomes of the Risk Profiling project.	The first two Audit Committee meetings for the 2009/10 financial year have been held. As a result of the Risk Analysis performed by the internal auditors the audit plan has been refined to address any risks identified as part of the analysis.	Finance & Customer Service	30/06/2013	
1.1.3.9 Implement a new chart of accounts in line with integration of the Financial Management software.	Project completed. The new chart of accounts has been implemented in line with implementation of Authority. It is anticipated that through use, further refinements will be undertaken as feedback is received from the organisation.	Finance & Customer Service	30/06/2010	
Council Plan Strategy:				
1.1.4 Continuously improve the services directly provided by Council				
1.1.4.3 Carry out best value reviews on Council operations and implement the prescribed actions.	Best Value reviews that are already underway are continuing. An options analysis consistent with systems review has been put forward to look at a more efficient application of Best Value at Colac Otway Shire. Parks and Gardens Best Value Review is nearing completion.	Organisational Support and Development	30/06/2013	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
1.1.4.6 Improve Council's Customer Service capability to increase customer satisfaction.	Progress continues to be made to enhance the delivery of customer service for the whole organisation. Use of the intranet is being made to collect information from all business units pertaining to events, seminars and mailouts.	Finance & Customer Service	30/06/2013	
1.1.4.7 Actively promote the delivery of responsive customer service across the organisation.	Several strategies are being employed at both a unit perspective and an organisational perspective to further enhance the delivery of responsive service to both internal and external customers.	Finance & Customer Service	30/06/2013	
Council Plan Strategy: 1.1.5 Advocate for improved infrastructure, services and utilities provided to our community by other organisations or levels of Government.				
1.1.5.1 Advocate and influence the development of water authorities' water supply demand policies and strategies.	Met on site with representative from Barwon Water for Birregurra Sewerage Scheme. Project will hopefully be tendered early in 2010. Working with Barwon Water to progress the sewerage scheme in Birregurra. Scheme hoping to go to tender by June 2010.	Infrastructure & Services GM's Office	30/06/2013	
1.1.5.1 Advocate for appropriate fire prevention activities in the Great Otway National park and other public land.	Township protection plans in place for eight high risk townships. No neighbourhood safer places met the criteria. Roadside vegetation Memorandum Of Understanding in place with Department of Sustainability and Environment (DSE). Comprehensive fire prevention process in place and implemented. Strong relationships developed and maintained with Country Fire Authority, DSE and other agencies and emergency management groups.	Sustainable Planning & Development GM's Office	30/06/2013	
1.1.5.2 Advocate for increased State Government recognition and funding as compensation for the Shire's larger than average area of non-rateable land.	Lobbying with State and Federal MPs and potential candidates for next federal election.	Chief Executive Office	30/06/2013	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
1.1.5.3 Advocate for appropriate State and Federal Government funding for community priorities.	Meetings with State and Federal MPs and potential candidates for the next Federal election.	Chief Executive Office	30/06/2013	
1.1.5.4 Participate in G21 and Great South Coast resource sharing forums and negotiations on regional strategic objectives.	Regularly participate in Great South Coast CEO's and Mayor and CEO's meetings/forums. Provided input into the Great South Coast Regional Strategy and the initiation of the G21 Regional Alliance Strategic Land Use Study process.	Chief Executive Office	30/06/2013	
Council Plan Strategy: 1.1.6 Attract and retain quality staff.				
1.1.6.4 Negotiate the fifth Colac Otway Shire Enterprise Agreement.	The Colac Otway Shire Enterprise Agreement has been rolled over until 2010 with a changing landscape with introduction of the Fair Work Act. The Modern award decision handed down by Fair Work Australia in December has opened the way for beginning negotiation in early 2010 and identification of bargaining teams has begun.	Organisational Support and Development	30/06/2011	
1.1.6.5 Work in partnership with local and industry groups on employment branding initiatives that enhance the profile and appeal of local government as an "employer of choice".	Colac Otway Shire has signed up to the MAV (Municipal Association of Victoria) branding project and participated successfully in the South West Careers expo promoting Colac Otway Shire as an employer of choice. Colac Otway Shire continues to utilise best practice recruiting methods and lead the way with tools to enhance our Human Resources capacity to recruit the best available staff to vacancies. In 2009/10 we will also enter into partnerships with school based traineeships to extend the awareness of opportunities for employment in Local Government.	Organisational Support and Development	30/06/2013	
Council Plan Strategy: 1.1.7 Provide a fair, safe and healthy work environment.				






Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
1.1.7.1 Review Council Offices and Staff Accommodation to ensure appropriate space is provided to accommodate staff.	Infrastructure Department relocated and existing Rae Street office downstairs remodelled to better accommodate the Strategic Planning and Development and Corporate Services Departments. This is an interim measure prior to review of accommodation and presentation of detailed plans and costings to Council for future budget consideration.	Chief Executive Office	30/06/2012	
1.1.7.4 Enhance and implement the corporate occupational health and safety systems (SafetyMap) and ensure ongoing compliance with all relevant regulations.	Safety map audit was completed in 2009 with two corrective action reports, one of which has already been actioned. The full outcome of this audit will be completed in early 2010.	Organisational Support and Development	30/06/2013	
Council Plan Strategy: 1.1.8 Continuously improve operational systems, processes and minimise risk.				
1.1.8.2 Develop and implement Council's Information Services disaster recovery environment.	The information, communication's and technology elements of this project have been ordered and will be installed by the contractor as part of the build process. There are no further actions required by Council until the Joint Use Library has been completed.	Information Services	30/06/2010	
1.1.8.2 Seek opportunities for sharing of resources and expertise across the region.	Working with MAV on Procurement issues. Working with Mav, G21, Great South Coast and Super 11 Councils to good effect.	Chief Executive Office	30/06/2013	
1.1.8.3 Implement Council's Information Communication Technology strategic plan.	The nine Information, Communication's and Technology projects which have been funded for this period are all on schedule and will be completed in accordance with the planned time frames.	Information Services	30/06/2013	
1.1.8.3 Review and update Council's Risk Management Policy and Procedures Manual including compliance audits.	The Risk Management policy distributed and adopted in December 2009, and is being communicated throughout the organisation in addition all compliance audits due for 09/10 have been completed.	Organisational Support and Development	30/06/2013	





Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
1.1.8.4 Implement the Risk profiling project (including a review of the Risk Management strategy and implementation of the Risk Register software) to effectively manage and minimise Council's liabilities and eliminate risk.	The risk reviews will continue as all software has been updated and will be rolled out with risk specific training to managers in 2010. Recommendations of the Risk Profiling project have been loaded into the Risk Module of Interplan and integrated into Council's updated Risk Management Policy.	Organisational Support and Development	30/06/2010	
1.1.8.5 Implement the Systems and Processes Review project to ensure that systems and processes are operating effectively and providing support to eliminate risk.	The Project and Systems review team has successfully implemented the planning process for new projects and the budget bids for 2010/11 in December. consolidating the work of the team throughout 2008 and early 2009. Works plans for 2010 are presently being prepared for Executive consideration.	Organisational Support and Development	30/06/2013	
Council Plan Strategy:				
1.1.9 Communicate regularly, effectively and honestly with the community				
1.1.9.10 Provide relevant, timely and accurate information to the community using print, radio and web media, as well as non-media channels such as newsletters and the Colac Otway Shire website.	An average of 32 media releases per month were issued, resulting in Council news appearing in 371 articles for the reporting period. Monthly roundtables between the CEO, Mayor, media and Communications Coordinator have proved successful for relationship building and, due to their timing (following Council meetings), assist journalists in clarifying council decisions and covering meetings more thoroughly. Council uses these roundtables as an opportunity to tell the media about other activities of Council, which has resulted in several positive stories.	Chief Executive Office	30/06/2013	





Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
<p>1.1.9.11 Ensure Colac Otway Shire's website is accessible, easy to navigate, utilises appropriate web technologies and contains relevant and up-to-date information.</p>	<p>While the website is regularly updated (at least several times a week), we do not have sufficient human resources to recognise the website's full potential. The website is also limited by its ageing content management system (CMS). The communications and IT teams are working together to ascertain Council's web needs and the possibility of participating in a group purchase of a new CMS to enable participating councils to better utilise web 2.0 technology and improve their web presence.</p>	<p>Chief Executive Office</p>	<p>30/06/2013</p>	
<p>Council Plan Strategy:</p>		<p>1.1.10 Meet our statutory obligations for community safety, security and responses to emergency situations.</p>		
<p>1.1.10.1 Undertake an annual review of the Emergency Management Plan (EMP) from a Shire perspective and implement awareness training and readiness programs for community and staff.</p>	<p>New Emergency Management/Fire Prevention Officer appointed. General Manager chairing Municipal Emergency Management Planning Committee. Fire Prevention and Emergency Management Plans updated in line with Royal Commission directions. Township Protection Plans completed. Neighbourhood Safer Places assessed, with none meeting the criteria. Extensive Media program initiated to ensure community understanding. Comprehensive emergency management plan in place for upcoming fire season. Training conducted.</p>	<p>Sustainable Planning & Development GM's Office</p>	<p>30/06/2013</p>	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
1.1.10.6 Implement the Domestic Animal Management Plan.	The actions outlined in the Domestic Animal Management Plan are being implemented in an ongoing manner over the last quarter. Discussions between the new Coastal Foreshore Committee are continuing in order to develop a best practice that will address concerns relating to dogs on the foreshore and further improve the control of dogs on the footpath in Coastal areas. A higher rate of domestic animal registrations has been achieved by increasing efforts in the area of registration follow up. Further refinement of the schedule of fees is currently being examined to address the reluctance of owners to register their working dogs.	Environment & Community Safety	30/06/2013	
1.1.10.7 Implement the Municipal Fire Prevention Plan.	The Municipal Fire Prevention Plan is being implemented effectively. The inspection process that Council is responsible to undertake during the fire season is being implemented. A Courtesy letter was sent to over 9,000 properties during the end of October highlighting the need for the community to prepare for the start of the fire season in November. Council is also carrying out its responsibilities to maintain strategic fire breaks identified in the plan. Council has reviewed and updated the plan in line with the recommendations from the Royal Commission into the 7 February fire tragedy.	Environment & Community Safety	30/06/2013	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
1.1.10.8 Establish integrated fire management practices.	Council has worked in partnership with the Country Fire Authority and Department of Sustainability and Environment to develop eight township protection plans for high risk towns in the region. The new plans identify key emergency management infrastructure and key areas required for fire fighting. In addition the new plans provide the basis for identifying local solutions to local problems and to allow more integrated fire management in the future. The Municipal Fire Management Planning Committee recommended that the plans be submitted to Council for endorsement in October 2009.	Environment & Community Safety	30/06/2010	
Key Result Area: 2 Physical Infrastructure and Assets				
Council Plan Objective: 2.1 Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.				
Council Plan Strategy: 2.1.1 Ensure infrastructure development, renewal and maintenance plans address current and forecast community needs.				
2.1.1.1 Plan and implement infrastructure projects that transform townships and promote economic development and community strengthening.	Master plan capital work items are being progressively placed into the Capital Works Priority lists in anticipation of the budget process.	Infrastructure & Services GM's Office	30/06/2013	
2.1.1.3 Review and implement Asset Management Plans to ensure that the level of funding for asset development, maintenance and upgrade meets the community's expectations.	Asset Management strategy to be completed in period January - June 2010. this will identify a range of improvement initiatives and will align with the Federal Government's newly introduced AM Framework	Sustainable Assets	30/06/2013	
2.1.1.4 Develop a 10 year capital works and major projects program according to adopted priorities.	The new budget requests submitted in Dec 2009 are being included for prioritisation within the program.	Capital Works	30/06/2010	
Council Plan Strategy: 2.1.2 Implement and manage Colac Otway Shire's Road Management Plan.				






Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
2.1.2.2 Continue active participation and involvement in the STEP Asset Management Program with the Municipal Association of Victoria.	Next STEP visit has been rescheduled to January/February 2010 following announcement of the Federal Government's newly introduced AM Framework	Sustainable Assets	30/06/2013	
Council Plan Strategy:		2.1.4 Improve local and regional transport networks to ensure safety and accessibility.		
2.1.4.1 Advocate for duplication of the Princes Highway from Winchelsea to Colac.	Ensured that G21 Regional Alliance maintain a focus on this important project and it has subsequently been identified as a priority in their 2009/10 plan.	Chief Executive Office	30/06/2013	
2.1.4.1 Implement the Transport Linkages program.	GM Infrastructure and Services attended G21 on 8 December at Geelong and confirmed that regional transport upgrade particularly for rail services to serve Colac and the west was still on agenda.	Infrastructure & Services GM's Office	30/06/2013	
2.1.4.2 Advocate for further improvements to the Princes Highway from Colac to the South Australian border.	Advocated for safety improvements through G21 and Great South Coast groups as well as through VicRoads Regional Manager.	Chief Executive Office	30/06/2013	
2.1.4.4 Advocate for improved commuter Rail Services and safe Railway Crossings.	Transport forum with G21 occurred at the Colac Shire Offices on 24 November 2009. This forum consisted of the Education, Transport and Health and Wellbeing Pillar.	Infrastructure & Services GM's Office	30/06/2013	
2.1.4.5 Implement the parts of the G21 Transport Plan relevant to Colac Otway Shire.	Letter was sent to VicRoads on 2 November 09 raising concerns about traffic status of the ring road. Highway duplication is a key action for G21 and is raised on a regular basis.	Infrastructure & Services GM's Office	30/06/2013	
Council Plan Strategy:		2.1.5 Ensure environmental risks are adequately addressed for Council infrastructure works, including impacts of climate change.		



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
2.1.5.1 Implement sound procedures to ensure that environmental constraints are adequately considered in the planning and implementation of Council's infrastructure maintenance activities.	Procedures and processes are in place to ensure advice is sought from the Environment Department regarding environmental considerations on each project. Projects and programs are also assessed by the Infrastructure Environment Officer, of which a process has been established to ensure program works are forwarded for comment. The process for managing projects has been endorsed by Executive. Environmental Officer was appointed to the position and is now working with the staff, contractors and external parties as required. Draft flow chart on process has been prepared. This is yet to be signed off.	Infrastructure & Services GM's Office	30/06/2013	
2.1.5.2 Develop a proposed long term management response to sea level rise for Council assets.	This project will be a longer term project over the next two years. The full effect of sea level rise is yet to be determined and an action plan implemented. Officers will attend meetings as required. This project will be done in conjunction with other agencies.	Infrastructure & Services GM's Office	30/06/2013	
Key Result Area: Council Plan Objective: Council Plan Strategy:	<p>3 Land Use and Development</p> <p>3.1 Engage, plan & make decisions about land use & development that takes into account Council's regulatory role, diverse geography, social, community, economic & environmental impacts now & in the future</p> <p>3.1.1 Ensure a partnership approach to land use planning that reflects the needs, values and aspirations of the community.</p>			
3.1.1.3 Advocate for more detailed mapping of the Erosion Management Overlay by State Government.	The Corangamite Catchment Management Authority has commenced a project that seeks to improve knowledge of landslide risk in the Shire, which will contribute to more accurate mapping of the Erosion Management Overlay when complete.	Planning & Building Services	30/06/2013	






Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
3.1.1.5 Finalise and implement a car parking study for Colac & Apollo Bay.	Consultants commenced the project in January 2009 with surveys of car parking in Colac and Apollo Bay. A review of retail floor area forecasts for each town was completed in July. An Issues and Options Paper was considered by Council at its December meeting, with public consultation to occur late January/February before preparation of a Draft Parking Study.	Planning & Building Services	30/06/2011	
3.1.1.6 Finalise and implement Birregurra and Forrest Structure Plans.	Consultants commenced the study in August. Community information sessions were held in Birregurra and Forrest in November and early December, following informal street consultation in October. The consultants are preparing Issues and Options papers for both Structure Plans for presentation to Council early in 2010.	Planning & Building Services	30/06/2011	
Council Plan Strategy: 3.1.2 Ensure that responsible planning mechanisms are used to control development in areas potentially affected by climate change.				
3.1.2.1 Work with State Government to develop appropriate planning controls that respond to predicted sea level rise.	Future Coasts workshop conducted with Council December 9. Officers actively participating in regional climate change forums and workshops. Remains a high priority.	Sustainable Planning & Development GM's Office	30/06/2013	
Council Plan Strategy: 3.1.3 Ensure all Council land use plans and strategies are current and responsive.				
3.1.3.3 Undertake a four year review of the Planning Scheme.	Scoping of the project began in December, with a Council workshop proposed early in 2010 to brief Councillors on the project.	Planning & Building Services	30/06/2011	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
3.1.3.4 Regularly update and improve the Colac Otway Planning Scheme through Planning Scheme amendments.	Amendment C12 (updated flood mapping) will be considered by Council early in 2010 following a Panel report supporting the amendment. Officers are working with the Corangamite Catchment Management Authority to prepare an amendment to introduce the Salinity Management Overlay. The Department of Sustainability and Environment has completed revised mapping of environmental overlays, in preparation for an amendment to Planning Scheme mapping. Amendment C58 has received Minister's authorisation for exhibition to implement the Kennett River, Wye River and Separation Creek Structure Plan.	Planning & Building Services	30/06/2013	
Council Plan Strategy: 3.1.4 Enforce planning and building regulations to meet legislative requirements.				
3.1.4.1 Implement comprehensive monitoring of the Essential Safety legislative requirements.	The Building Department has completed the program of monitoring buildings owned by Council and a program for inspecting and monitoring privately owned commercial buildings is being finalised, for implementation early in 2010. High risk buildings have been progressively audited for compliance.	Planning & Building Services	30/06/2013	
3.1.4.2 Review practices for monitoring swimming pool fencing.	Known swimming pools have been inspected early in 2009, with significant follow-up enforcement continuing to occur due to the high rate of non-compliance identified. The next step is to review aerial photos and pick-up pools which have not previously been identified through inspections. This will occur in 2010.	Planning & Building Services	30/06/2010	






Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
3.1.4.3 Implement mechanisms to improve knowledge of building and planning requirements/responsibilities.	A web site review group has been established to review provision of web based information. Planning information sheets are being reviewed, and a stakeholder workshop was held in September with designers, architects, surveyors and the like. A quarterly Planning and Building stakeholder newsletter is under development.	Planning & Building Services	30/06/2010	
Council Plan Strategy:		3.1.5 Ensure consistent and timely decision making for building and planning applications that meet Council's policy framework.		
3.1.5.1 Document and continuously improve processes and procedures for assessment and determination of building and planning permit applications.	Documentation of planning and building processes has been underway since 2007, with more recent development occurring in preparation for the changeover of Council software to CIVICA on 1 July. Anticipate completing this project in 2010.	Planning & Building Services	30/06/2010	
3.1.5.2 Prepare and develop a more comprehensive Information Kit on building and planning application requirements.	Work has commenced reviewing planning information sheets and letters. This will be finalised early in 2010.	Planning & Building Services	30/06/2011	
3.1.5.3 Provide improved access to building and planning information on Council's website.	A web site review group has been established to review content on the web site relevant to planning and building, and work has commenced reviewing other web sites. Aim to make significant progress early in 2010.	Planning & Building Services	30/06/2010	
Council Plan Strategy:		3.1.6 Ensure that environmental risks are adequately addressed for new development and land use.		
3.1.6.1 Work with State Government to develop and introduce planning controls that accurately reflect areas known to potentially have acid sulfate soils.	The State Government recently released a Strategy for Coastal Acid Sulfate Soils. Officers will continue to work with the Government to ensure appropriate controls are developed in potential Acid Sulfate Soil areas at Apollo Bay and Hordern Vale. Presentation developed for an Executive briefing and Councillor workshop early in 2010,	Planning & Building Services	30/06/2013	






Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
3.1.6.3 Appropriately respond to Salinity risks through the Planning Scheme, Building legislation or other mechanisms.	Council resolved in September to amend the Planning Scheme to introduce a Salinity Management Overlay. More recent mapping will be prepared by the Corangamite Catchment Management Authority prior to exhibition of the amendment in 2010.	Planning & Building Services	30/06/2013	
Key Result Area: Council Plan Objective: Council Plan Strategy:		4 Environmental Management 4.1 Council will protect and enhance the environment entrusted to us, demonstrate efficient use of natural resources and minimise climate change impacts. 4.1.1 Develop a coordinated approach to managing environmental issues across all Council activities.		
4.1.1.1 Finalise the development of an Environment Strategy.	Council endorsed the release of the draft Environment Strategy in October 2009. There has been little community feedback on the draft. A graphic designer has been engaged to produce the final layout of the document. The Environment Strategy will be submitted to Council for sign off in January 2009.	Environment & Community Safety	30/06/2010	
Council Plan Strategy:		4.1.2 Ensure the protection and enhancement of environmental values on Council owned and managed land.		
4.1.2.2 Develop and implement action plans to manage the threats to environmental assets on Council managed land.	Works continued on Barongarook Creek to develop the sites aesthetic and environmental values including: strategies for the development of the wetland; 2000 additional grasses, trees and shrubs planted; and plans developed for the reshaping of adjacent hillside for recreational purposes. Strategic weed control has been undertaken along Pooneet Lane, on the Barongarook Covenant property and the Marengo Flora Reserve. Test sites have been established to evaluate different control methods for Fairy Grass on Lake Colac.	Environment & Community Safety	30/06/2013	






Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
4.1.2.3 Continue to implement the Lake Colac Management Plan and the Re-vegetation and Weed Control Master Plan.	Environmental works were undertaken along the Barongarook Creek with an additional 2000 trees, shrubs and grasses being planted in line with the Lake Colac management plan. Weed control works have been undertaken at the wetland site near Barongarook Creek. Contractors were hired to undertake significant weed control through the Colac Otway Shire weed management packages focussing on Council Owned and managed assets such as Barongarook Creek, Lake Colac and Meredith Park.	Environment & Community Safety	30/06/2013	
Council Plan Strategy: 4.1.3 Facilitate the protection and enhancement of environmental values on private land.				
4.1.3.2 Continue to carry out audits of forestry operations on private land.	Audits are being undertaken on an ongoing/as needed basis. Timber Harvesting Plans have been regularly assessed for compliance with the code of Practice for Timber Production. Council is currently reviewing the Forest Industry Prescriptions for Colac Otway. New prescriptions will be submitted to Council for approval in March 2010.	Environment & Community Safety	30/06/2013	
4.1.3.3 Continue to raise the awareness of private landholders on their responsibilities in relation to the environment.	Council has been actively engaged with private landholders on a variety of environmental issues and has offered assistance and advice on topics such as: environmental responsibilities on private land; species lists for sustainable land management practices; vegetation removal and environmental fire safe practices; weed management and responsibility in relation to road sides; weed issues on neighbouring properties; and fauna and flora species identification.	Environment & Community Safety	30/06/2013	
Council Plan Strategy: 4.1.4 Minimise environmental impacts and the use of natural resources associated with Council operations.				





Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
4.1.4.1 Implementation of the planning scheme and Council processes to manage environmental issues associated with Council works.	Issues concerning roadside vegetation maintenance have been resolved through signing the State Government MoU. A presentation has been developed for Executive and a Councillor workshop early in 2010 to advise on implications for Council works projects.	Planning & Building Services	30/06/2013	
4.1.4.2 Continue program of works and practices in the Greenhouse Action Plan to reduce Council's carbon footprint.	Actions/projects approved by the Sustainability Working Group are being implemented in a timely manner. Actions completed to date include: hardware installations for electricity metering improvements, skylight installations in meeting Room 1 COPACC, solar PV system installation at Colac Visitor Information Centre and the staff survey for the Bike Pool has been sent out and completed.	Environment & Community Safety	30/06/2013	
4.1.4.3 Continue to implement agreed, viable water saving measures via Council's Sustainable Water Use Plan.	A Water managers Meeting was held on 20 November to discuss priority water related projects across Council operations. This meeting also included a presentation of WaterMAP info from Barwon Water. Confirmation of funding for large water tanks for Bluewater Fitness Centre and Central reserve has been received. The new tanks should be installed by June 2010.	Environment & Community Safety	30/06/2013	
Council Plan Strategy:		4.1.5 Promote environmental values in the broader community and work with other stakeholders on managing large scale issues.		



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
4.1.5.1 Advocate where appropriate community views on environmental issues outside the direct responsibility of Council.	Roadside vegetation Memorandum Of Understanding entered into with Department of Sustainability and Environment. Provided input into Municipal Association of Victoria submission to the Royal Commission with regard to vegetation management issues impacting on fire prevention capacity. Working with Barwon Water and Southern Rural Water to investigate Ground Water issues. Various submissions and input into broader environmental studies and issues.	Sustainable Planning & Development GM's Office	30/06/2013	
4.1.5.1 Coordinate a range of environmental events across the region.	Environmental Officers have been involved in a number of community events or associated with the co-ordination of environmental events such: Emergency workers Run for a Safe Climate, Apollo Bay; catch a carp day which incorporated 5 schools and over 120 children; an environmental fishing trip for 20 disabled workers; the co-ordination of environmental community engagement program with year 9 students at Colac College during Term 3; and planting days at Barongarook creek with the environmental correctional services program.	Environment & Community Safety	30/06/2013	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
4.1.5.2 Promote awareness of environmental issues through various media and forums.	The Environmental Unit has developed many media releases on works undertaken such as: general weed control on Lake Colac; Fairy Grass test sites at lake Colac; and carp trapping and control along Barongarook Creek. A monthly environment column has also been done in the Colac Herald. Officers have also been involved with volunteers at planting days and students through community engagement programs relaying the importance of biodiversity, ecological issues and climate change.	Environment & Community Safety	30/06/2013	
4.1.5.3 Encourage energy efficiency including the use of renewable and alternative energy sources.	A Solar Photo Voltaic system has been installed at the Colac Visitor Information Centre, including community education/information components to encourage uptake of residential Photo Voltaic installations. The Apollo Bay Visitor Information Centre Photo Voltaic cell installation is scheduled for 11 February 2010.	Environment & Community Safety	30/06/2013	
Council Plan Strategy: 4.1.6 Minimise, recycle and manage residential waste				
4.1.6.3 Implement the Landfill Rehabilitation Plan.	The long term landfill rehabilitation plan has been reviewed and is reflective of current status on landfill rehabilitation. This will be reviewed again prior to the 2010/11 annual budget.	Major Contracts	30/06/2013	
4.1.6.4 Implement the Waste Management Plan and review current contractual arrangements.	Tenders received for the waste services contract are currently being evaluated, with a report due to go to Council in February 2010.	Major Contracts	30/07/2011	








Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
4.1.6.7 Implementation of the Waste Water Management Strategy.	A presentation was made to Council in December 2009 by Barwon Water on the current status of planning for the proposed sewerage system in Wye River & Separation Creek. It was highlighted that the land proposed for treated effluent discharge was subject to land-slip and that alternatives needed to be further investigated.	Health and Community Services	30/06/2013	
Key Result Area: 5 Economic Development				
Council Plan Objective: 5.1 Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership.				
Council Plan Strategy: 5.1.1 Support the development of a diverse, skilled and capable workforce.				
5.1.1.2 Participate in local and regional task groups to improve access to vocational education and training and post compulsory education and training.	The Trade Training Centre (TTC) Board - COVEC - Colac Otway Vocational Education Cluster has submitted an Expression of Interest for TTC funding.	Economic Development	30/06/2013	
5.1.1.3 Work with industry sectors on strategic workforce planning initiatives, including training and education.	Convened two meetings of the Industry Advisory Committee (IAC) and conducted Stage 1 of local Skills survey. Manager Economic Development Unit and Business Development Manager have completed six business visits in this quarter to discuss workforce development issues.	Economic Development	30/06/2013	
Council Plan Strategy: 5.1.2 Work with business to recognise growth potential from climate change and renewable energy initiatives.				
5.1.2.1 Form a climate change business reference group and participate in regional networks and initiatives that promote sustainable economic development and growth in 'green collar employment' and 'green economy' workforce development.	Participated in two meetings to develop the G21 Carbon Initiative project. Climate change will be a topic in the "On the Front Foot for Business" series of business networking and development events in 2010.	Economic Development	30/06/2011	
5.1.2.2 Encourage and promote renewable and alternative energy opportunities for the Colac Otway Shire.	Met with Camperdown Compost Company, Regional Development Victoria and CRF Colac on the development of a Colac Biogas Plant.	Economic Development	30/06/2013	
Council Plan Strategy: 5.1.3 Support local business to develop and succeed.				



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
5.1.3.1 Develop a Master Plan to support the redevelopment of the Colac Central Business District streetscape including traffic management, parking and the Memorial Square.	Further funding discussions with Regional Development Victoria and Department of Planning and Community Development but no commitment received at this stage. Ability to proceed in the current financial year will be subject to achieving appropriate funding. Car Parking Plans for Colac and Apollo Bay proceeding as scheduled. Workshop conducted with Council December 9 by Car Parking consultants and business unit officers.	Sustainable Planning & Development GM's Office	30/06/2011	
5.1.3.1 Implement new business support and facilitation services that make it easy to do business in the Shire.	Developed staff development workshop plan and will meet with Manager Planning in January to discuss implementation.	Economic Development	30/06/2010	
5.1.3.6 Continue to provide world standard tourism support services.	Funding provided to Otways Tourism Inc. (OT) and Geelong Otway Tourism (GOT). Manager Economic Development attends OT Board Meetings and is currently conducting a review of the OT Service Agreement. The Economic Development Unit also manages visitor services through the Colac and Apollo Bay Visitor Information Centres. Completed first draft of Otways Tourism Service Agreement report.	Economic Development	30/06/2013	
5.1.3.7 Implement Business Development training programs, networking events and Business Awards.	Under New Management courses completed. Business Week, ANZ Business networking breakfast and Otway Business Inc Business Awards completed. Planning completed for "On the Front Foot for Business" events for 2010.	Economic Development	30/06/2013	
5.1.3.8 Provide on line information for customers and potential investors to access businesses in the Shire.	Business data base mail out sent. Economic Development Unit website pages review completed and uploaded to live status.	Economic Development	30/06/2013	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
5.1.3.11 Enhance Colac's regional service centre status through the development of a Marketing strategy.	Met with Regional Development Victoria "Make it Happen in Provincial Victoria" team to discuss marketing and branding of Colac and the Shire.	Economic Development	30/06/2013	
Council Plan Strategy:		5.1.4 Lead, support and/or participate in regional and local development networks and partnerships.		
5.1.4.7 Promote and encourage the development of infrastructure to support nature based tourist development of Great Otway National Park/Otway Forest Park and Great Ocean Walk.	Parks Victoria infrastructure investment is discussed with Parks Victoria in Otways Tourism Inc (OT) Board meetings. Attended Parks Victoria Council workshop to explain investment in the 12 Apostles Tourism Precinct.	Economic Development	30/06/2013	
5.1.4.8 Promote and encourage the development of infrastructure to support Lake Colac tourism and community use.	Plans in place but not able to proceed due to the Cultural Heritage Management Plan (CHMP) not being approved. Re-writing draft CHMP in consultation with Aboriginal Affairs Victoria (AAV).	Economic Development	30/06/2013	
5.1.4.9 Support local business associations such as Otway Business Inc, Apollo Bay Chamber of Commerce and Tourism.	Attended G21 Pillar Meetings Economic Development, Marketing, Affordable Housing and Education and Training. Attended Otway Business Inc, Apollo Bay Chamber of Commerce and Otways Tourism meetings. Developed Colac Otway Shire Industry Advisory Committee.	Economic Development	30/06/2013	
Council Plan Strategy:		5.1.5 Participate in regional and Shire based marketing and promotion initiatives designed to promote 'brand awareness' of the Colac Otways and Great Ocean Road region.		
5.1.5.1 Promote the Shire's strengths and competitive advantages to attract new investment.	Attended meetings with investors, real estate agents and business developer re retail investment and various confidential developments. Early planning for new marketing Strategy completed but further development work needed. Budget Brief completed for 2009/2010 Financial Year.	Economic Development	30/06/2013	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
5.1.5.4 Continue to provide strategic support to tourism including operation of the Colac and Apollo Bay Visitor Information Centres and provision of funding to Otways Tourism.	Planning completed for Colac Visitor Information Centre renovation. Contractor available in early 2010. Completed first draft Otways Tourism Service Agreement Review report.	Economic Development	30/06/2013	
Council Plan Strategy:		5.1.6 Facilitate the development of infrastructure for business investment, growth and liveability.		
5.1.6.5 Lobby for improved telecommunications in the Colac Otway Shire for broadband and mobile coverage.	Met with Minister for Communications and met with Telstra. Liaised with Minister's advisor and received information on Satellite Phone coverage and options for subsidised phones in the Otways.	Economic Development	30/06/2013	
5.1.6.7 Support the Apollo Bay Harbor Precinct development.	Met with Regional Development Victoria on capital works implementation and Department of Planning and Community Development on funds for the Planning Scheme amendment process.	Economic Development	30/06/2013	
5.1.6.9 Develop small town / community capability by providing infrastructure and resources, including continued support for the Small Town Improvement Program.	The Small Town Improvement Program 2009 round of funding applications has closed and is going through assessment.	Economic Development	30/06/2013	
5.1.6.10 Develop a strategy to establish a mini technology/ business facility in Apollo Bay to service local knowledge based and visitor requirements.	Met with Telstra to commence initial discussion.	Economic Development	30/06/2013	
Council Plan Strategy:		5.1.7 Work in partnership with business, industry groups, government and agencies on sustainable economic growth.		
5.1.7.2 Develop improved educative material on Council policy and practices to assist business with development proposals.	This will be an outcome of the planned Economic Development Unit/Planning forum to be conducted in early 2010.	Economic Development	30/06/2013	
5.1.7.3 Review business attraction and local business development policies.	The business attraction and retention policy was reviewed in 2009 and it is not appropriate to plan for another review at this stage.	Economic Development	30/06/2013	
Key Result Area:		6 Community Health and Wellbeing		



Colac Otway Shire Council

QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP DATE	PROGRESS
Council Plan Objective:	6.1 Promote community health & wellbeing in partnership with other health services to provide a broad range of customer focussed health, recreation, cultural & community amenities, services and facilities			
Council Plan Strategy:	6.1.1 Provide, facilitate or advocate for a range of health, recreation, community services and facilities.			
6.1.1.19 Develop a 10 year upgrade works program for Colac Otway Performing Arts and Cultural Centre.	Meetings arranged with Infrastructure for January 2010 to discuss the development of a program.	Recreation, Arts and Culture	30/06/2010	
6.1.1.20 Develop a 10 year capital upgrade works program for Blue Water Fitness Centre.	Bluewater Fitness Centre Management have identified a program of facility upgrade needs and propose to meet with Infrastructure Unit early in the 2010 to determine agreed 10 year capital upgrade works program.	Recreation, Arts and Culture	30/06/2010	
6.1.1.21 Develop a 10 year capital upgrade works facility improvement program for all recreation facilities and investigate external funding options to assist with these works, with priority to Council owned facilities.	Recreation Unit to identify facility upgrade needs for discussion with Infrastructure Unit early 2010.	Recreation, Arts and Culture	30/06/2010	
6.1.1.22 Continue in partnership with the Colac Community and project stakeholders to plan and develop the Beechy Precinct in accordance with Council approvals and review Council's continued involvement in the Beechy Precinct in respect of all elements that still require Council approvals.	Beechy Logo launched. Enhanced Library Services Project - received Final Report. Funding application for Bluewater Fitness Centre Redevelopment to be submitted to the Federal Government by 14 January 2010.	Recreation, Arts and Culture	30/06/2013	
6.1.1.23 Develop an Open Space Strategy.	Funding application submitted to Sport and Recreation Victoria with evidence of committed partnerships; awaiting formal notification of funding outcome. Project brief prepared for budget process.	Recreation, Arts and Culture	30/06/2011	
6.1.1.25 Implement Council's Recreation Strategy.	Currently developing a Tennis Facilities Audit Project Brief to collaborate with Tennis Victoria to develop a future upgrade facilities program.	Recreation, Arts and Culture	30/06/2013	
6.1.1.28 Review and implement the Council Community Grants Program Guidelines.	Program completed for 2009/2010.	Recreation, Arts and Culture	30/06/2013	



Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
Council Plan Strategy:		6.1.2 Promote and facilitate cultural and community events throughout the municipality.		
6.1.2.1 Implement the Arts and Cultural Strategy.	Scoping an Arts in Public Spaces Policy is currently being undertaken for consideration.	Recreation, Arts and Culture	30/06/2010	
6.1.2.3 Implement the Festival and Events Strategy.	The Events Unit is ascertaining event development options specifically improved access to community events for all.	Recreation, Arts and Culture	30/06/2013	
6.1.2.10 Work with event organisers and community groups to develop a broad range of community festivals and events.	The Events Unit is researching options to attract new events to the Colac Otway Shire.	Recreation, Arts and Culture	30/06/2013	
Council Plan Strategy:		6.1.3 Adopt a partnership approach to addressing the current and future health and wellbeing needs of the community.		
6.1.3.42 Implement and promote the Municipal Public Health Plan.	Working with G21 Council's and the Colac Otway Integrated Health Promotion Working Group partnership to develop consistent health & wellbeing planning approaches. Conducted a workshop on Urban Design and its impacts on physical health and mental wellbeing for Colac Otway Shire managers and representatives from State Government agencies in November 2009. Final draft of Municipal Public Health Plan is to be presented to Council for endorsement prior to June 2010.	Health and Community Services	30/06/2013	
6.1.3.43 Implement the Positive Ageing Strategy.	Transport services between Colac/Lorne, Colac/Apollo Bay, and Colac/Lavers Hill have been introduced in 2009/10 summer. Beechy Centre provides intergeneration opportunities. Urban design and walkability issues have been workshopped in November 2009.	Health and Community Services	30/06/2013	




Colac Otway Shire Council **QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)**

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
6.1.3.44 Develop and implement an Early Years Plan.	Early Years Planning has been impacted by the Capacity Assessment report being developed by Council on behalf of Dept. Education & Early Childhood Development. This report for Universal Access (15 hours of kindergarten for every child by 2013) and the most recent results in the Aust. Early Years Development Index for Colac Otway prep. children in 2009 have highlighted the need for further research into the needs of families and early years children.	Health and Community Services	30/06/2013	
6.1.3.45 Develop and implement an Access and Inclusion Plan.	Plan is in draft form for discussion with community.	Health and Community Services	30/06/2013	
Council Plan Strategy: 6.1.4 Support local communities to develop, grow and be great places to live.				
6.1.4.1 Liaise with local Real Estate Industry to monitor the local market and encourage diversity in housing choice.	Met with business operators, real estate agents, financial institutions, developers and investors to encourage business development. Implemented the 2008 round of Small Towns Improvement Program projects and completed the applications stage for the 2009 round of funding.	Economic Development	30/06/2013	
6.1.4.1 Work with Developers to create livable, affordable and sustainable housing.	Officers work closely with permit applicants to achieve building designs that are livable, affordable and sustainable on an on-going basis.	Planning & Building Services	30/06/2013	
6.1.4.2 Participate in local and regional Affordable Housing task groups.	The Colac Otway Shire Affordable Housing Advisory Group has determined that there is little opportunity in Colac for affordable initiatives but will encourage Housing Associations to investigate local solutions. The G21 Group is planning a Regional Forum in early 2010.	Economic Development	30/06/2013	



Colac Otway Shire Council QUARTERLY COUNCIL PLAN PROGRESS REPORT (Oct to Dec)

ACTION	EXECUTIVE COMMENTS	BUSINESS UNIT	COMP. DATE	PROGRESS
6.1.4.15 Implement the Transport Connections Strategy.	Transport services between Colac/Lorne, Colac/Apollo Bay, and Colac/Lavers Hill have been introduced in 2009/10 summer. Discussion with Department of Transport on additional services between Colac & Geelong. Colac bus service is being reviewed on a regular basis.	Health and Community Services	30/06/2013	



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CONSENT CALENDAROFFICERS' REPORT

D = Discussion

W = Withdrawal

ITEM	D	W
<p><u>INFRASTRUCTURE AND SERVICES</u></p> <p><u>OM102701-6 INDIVIDUAL REQUESTS FOR REMOVAL OF VEGETATION ON ROADSIDES</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. Endorse the Officers actions to date;</i> <i>2. Agree to assessing applications in relation to environmental significance to determine if the area is significant and if a planning permit is required or not;</i> <i>3. Work on road permits are not to be issued for fire control and weed maintenance activities carried out by adjoining land owners on the roadside.</i> <i>4. Advise applicants that where there are no environmental controls, that Council has no objection to them undertaking works provided they comply with safe working practices and associated State and Federal legislation.</i> 		
<p><u>OM102701-7 SPECIAL CHARGE SCHEME - SINCLAIR STREET SOUTH, ELLIMINYT</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council:</i></p> <p><i>Resolve with respect to the construction of the unsealed pavement of Sinclair Street South, Elliminyt, to declare a Special Charge Scheme for the construction of these works such that:</i></p> <p><i>(a) The construction of a sealed pavement and associated works will be of special benefit to properties described in paragraph (e) and shown on the attached plan by way of:</i></p> <ul style="list-style-type: none"> <i>• Improved property access;</i> <i>• Improved road safety; and</i> <i>• Improved amenity of the area.</i> 		

- (b) *A special charge be declared for the period commencing on 1 July 2010 and in accordance with the Local Government Act 1989.*
- (c) *A special charge scheme be declared for defraying any expenses in relation to the pavement construction of Sinclair Street South, Elliminyt described in subsequent paragraphs of this resolution including expenses associated with:*
- *Construction of road pavement and two coat bitumen wearing course road seal; and*
 - *Associated works.*
- (d) *The following be described as the area for which the special charge is declared:*
- *The unsealed pavement of Sinclair Street South, Elliminyt between Pound Road and Irrewillipe Road for a length of approximately 830m and applying to properties described in paragraph (e).*
- (e) *The following be declared as the land in relation to which the special charge is so declared:*
- | | |
|----------------------------------|--|
| <i>194 Sinclair Street South</i> | <i>CA 24 Section A</i> |
| <i>200 Sinclair Street South</i> | <i>CA 23 Section A</i> |
| <i>204 Sinclair Street South</i> | <i>Lot 1 LP71879 CA Pt.22 Section A</i> |
| <i>208 Sinclair Street South</i> | <i>Lot 2 LP71879 CA Pt.22 Section A</i> |
| <i>212 Sinclair Street South</i> | <i>CA 21 Section A</i> |
| <i>218 Sinclair Street South</i> | <i>CA 20 Section A</i> |
| <i>222 Sinclair Street South</i> | <i>Lot 1 TP587211W</i> |
| <i>226 Sinclair Street South</i> | <i>CP160454</i> |
| <i>232 Sinclair Street South</i> | <i>CA 1 Section H</i> |
| <i>238 Sinclair Street South</i> | <i>Lot 1 TP779415</i> |
| <i>246 Sinclair Street South</i> | <i>Lot 1 PS 513219K (CA 6 Section H)</i> |
| <i>275 Sinclair Street South</i> | <i>Lot 2 PS510563K</i> |
| <i>285 Sinclair Street South</i> | <i>Lot 2 LP308326D</i> |
| <i>295 Sinclair Street South</i> | <i>Lot 2 PS523188</i> |
| <i>303 Sinclair Street South</i> | <i>CA 12 Section K</i> |
| <i>313 Sinclair Street South</i> | <i>CA 13 Section K</i> |
| <i>323 Sinclair Street South</i> | <i>CA 14 & 15 Section K</i> |
| <i>232 Pound Road</i> | <i>CA Pt.26 Section A</i> |
| <i>248 Pound Road</i> | <i>Lot 3 PS517162R</i> |
| <i>200 Cants Road</i> | <i>PC366956</i> |
| <i>120 Irrewillipe Road</i> | <i>CA 10 Section H</i> |
- (f) *The following be specified as the criteria which forms the basis of the special charge so declared:*
- *Ownership of the land described in paragraph (e) of the recommendation.*
- (g) *The following be specified as the manner in which the special charge so declared be assessed and levied:*
- *The unit of assessment is one (1) benefit unit. The unit benefit equates to an estimated \$8,656.47.*

<p>(h) Having regard to the proceeding parts of this Resolution but subject to Section 166(1)(b) of the Local Government Act 1989:</p> <p>(i) it can be confirmed that the owner of each rateable land described in Column 1 of the Schedule will therefore be liable for the respective amounts set out in Column 2 of the Schedule; and</p> <p>(ii) it be recorded that each owner may, subject to Section 167(4) of the Local Government Act 1989 and any further Resolution of Council pay the special charge in the following manner.</p> <p>(a) Payment of quarterly instalments (commencing within one calendar month of the issue of the notice requesting payment) over 4 years with interest paid on the remaining principal at the Council overdraft rate and that a penalty interest rate be applied to late instalment repayments only; or</p> <p>(b) Payment by lump sum to be paid within one calendar month of the issue of notice requesting payment.</p> <p>(j) It be recorded that, subject to Section 163B and 166(1)(b) of the Local Government Act 1989, Council proposes to use the money from the special charge so declared in the manner set out in the "Estimate" annexed to this resolution.</p> <p>(k) That Council allocates \$90,050 as its portion to the Special Charge Scheme in the Capital Works Program for consideration in the 2010/11 budget process.</p> <p>(l) The total cost of the project is estimated to cost \$283,000, of which 65% of the total project cost, being an estimated \$183,500, will be apportioned across the 20 rateable properties within the scheme. The remaining 35% of the total project cost, being an estimated \$99,050, will be funded by Council.</p>		
<p>OM102701-8 <u>ROAD MANAGEMENT PLAN COMPLIANCE REPORT</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p>That Council:</p> <p>1. Receive the Road Management Plan Compliance Report for information.</p>		

**OM102701-9 SPECIAL CHARGE SCHEME - ELLIMINYT
NATURAL GAS**

Department: Infrastructure

Recommendation(s)

That Council:

1. ***Adopt the final costs for the provision of natural gas infrastructure to the Elliminyt area, as set out in this report;***
2. ***Apportion the final costs to properties within the scheme boundary as follows;***

Property Address	Property Description	Property Titles	Costs
1 Banksia Drive	Lot 15 PS316697u	1	\$ 1,159.18
2 Banksia Drive	Lot 41 PS316697u	1	\$ 1,159.18
3 Banksia Drive	Lot 16 PS316697u	1	\$ 1,159.18
4 Banksia Drive	Lot 42 PS316697u	1	\$ 1,159.18
5 Banksia Drive	Lot 17 PS316697u	1	\$ 1,159.18
7 Banksia Drive	Lot 18 PS316697u	1	\$ 1,159.18
9 Banksia Drive	Lot 19 PS316697u	1	\$ 1,159.18
1 Harris Road	C/A 53 Section D	1	\$ 1,159.18
3 Harris Road	Lot 10 PS520883	1	\$ 1,159.18
3a Harris Road	Lots 5 & 6 PS520883	2	\$ 2,318.36
5 Harris Road	Lot 9 PS520883	1	\$ 1,159.18
9 Harris Road	CP370264	1	\$ 1,159.18
11 Harris Road	Lot 4 PS520883	1	\$ 1,159.18
12 Harris Road	Lot 1 LP316697u C/P Pt.49	1	\$ 1,159.18
13 Harris Road	Lot 3 PS520883	1	\$ 1,159.18
15 Harris Road	Lot 2 PS520883	1	\$ 1,159.18
17 Harris Road	Lot 1 PS520883	1	\$ 1,159.18
18 Harris Road	Lot 12 PS316697u	1	\$ 1,159.18
19-21 Harris Road	C/A 51 51a Section D	2	\$ 2,318.36
20 Harris Road	Lot 1 LP97318 C/A Pt.49	1	\$ 1,159.18
22 Harris Road	Lot 13 PS316697u	1	\$ 1,159.18
23 Harris Road	Lot 4 LP306778b	1	\$ 1,159.18

24 Harris Road	Lot 14 LP316697u	1	\$	1,159.18		
25 Harris Road	Recreation Reserve PS306678	1	\$	1,159.18		
26 Harris Road	Lot 24 LP316697u	1	\$	1,159.18		
27 Harris Road	Lot 5 PS306778b	1	\$	1,159.18		
28 Harris Road	Lot 25 PS316697u	1	\$	1,159.18		
29 Harris Road	Lot 1 PS528464	1	\$	1,159.18		
30 Harris Road	Lot 26 PS316697u	1	\$	1,159.18		
31 Harris Road	Lot 1 LP64200 C/A Pt.25 Section D	1	\$	1,159.18		
32 Harris Road	CP362934I	1	\$	1,159.18		
34 Harris Road	Lot 29 PS316697u	1	\$	1,159.18		
36 Harris Road	Lot 30 PS316697u	1	\$	1,159.18		
38 Harris Road	Lot 31 PS316697u	1	\$	1,159.18		
40 Harris Road	Lot 32 PS316697u	1	\$	1,159.18		
41 Harris Road	Lot 9 LP40962 C/A Pt.30 Section C	1	\$	1,159.18		
43 Harris Road	Lot 8 LP40962 C/A Pt.30 Section C	1	\$	1,159.18		
45 Harris Road	Lot 7 LP40962 C/A Pt.30 Section C	1	\$	1,159.18		
47 Harris Road	Lot 6 LP40962 C/A Pt.30 Section C	1	\$	1,159.18		
49 Harris Road	Lot 5 LP40962 C/A Pt.30 Section C	1	\$	1,159.18		
50 Harris Road	Lots S10 PS316697u	1	\$	1,159.18		
51-53 Harris Road	Lots 3 & 4 LP40962 C/A Pt.29 Section C	2	\$	2,318.36		
55 Harris Road	Lot 2 LP40962	1	\$	1,159.18		
56 Harris Road	Lot 6 LP11661 C/A Pt.48	1	\$	1,159.18		
57 Harris Road	Lot 1 LP40962 C/A Pt.29 Section C	1	\$	1,159.18		
58 Harris Road	Lot 2 LP97687 C/A Pt.48	1	\$	1,159.18		
59 Harris Road	Lot 2 LP89903 C/A Pt.28 Section C	1	\$	1,159.18		
60 Harris Road	Lot 1 LP97687 C/A Pt.48	1	\$	1,159.18		
61 Harris Road	Lot 1 LP13067 C/A Pt.28 Section C	1	\$	1,159.18		
61a Harris Road	Lot 2 LP130367	1	\$	1,159.18		
62 Harris Road	Lot 2 PS612858	1	\$	1,159.18		
63 Harris Road	Lot 2 LP93572 C/A Pt.28 Section C	1	\$	1,159.18		
64 Harris Road	Lot 1 PS612858	1	\$	1,159.18		
65 Harris Road	Lot 1 LP93572 C/A Pt.28 Section C	1	\$	1,159.18		
66 Harris Road	Lot 8 LP51197 C/A Pt.48	1	\$	1,159.18		

67 Harris Road	Lot 18 LP131993	1	\$	1,159.18		
68 Harris Road	Lot 7 LP51197 C/A Pt.48	1	\$	1,159.18		
69 Harris Road	Lot 19 LP131993	1	\$	1,159.18		
70 Harris Road	Lot 6 LP51197	1	\$	1,159.18		
71 Harris Road	Lot 20 LP131993	1	\$	1,159.18		
72 Harris Road	Lot 5 LP51197 C/A Pt.48	1	\$	1,159.18		
73 Harris Road	Lot 1 LP327838r	1	\$	1,159.18		
74 Harris Road	Lot 4 LP51197 C/A Pt.48	1	\$	1,159.18		
76 Harris Road	Lot 3 LP51197	1	\$	1,159.18		
77 Harris Road	Lot 3 LP24166 C/A Pt.45 Section B	1	\$	1,159.18		
78 Harris Road	Lot 9 LP51197 C/A Pt.48	1	\$	1,159.18		
79 Harris Road	Lot 2 LP24166 C/A Pt.45 Section B	1	\$	1,159.18		
80 Harris Road	Lot 2 LP51197 C/A Pt.48	1	\$	1,159.18		
81 Harris Road	Lot 2 LP71955 C/A Pt.45 Section B	1	\$	1,159.18		
82 Harris Road	Lot 1 LP51197 C/A Pt.48	1	\$	1,159.18		
83 Harris Road	Lot 1 LP305877e C/A Pt.45 Section B	1	\$	1,159.18		
84 Harris Road	Lot 4 LP117616 C/A Pt.48	1	\$	1,159.18		
85 Harris Road	Lot 2 PS328372h	1	\$	1,159.18		
86 Harris Road	CP153488	1	\$	1,159.18		
87 Harris Road	Lot 2 LP116399	1	\$	1,159.18		
90 Harris Road	Lot 1 LP117616 C/A Pt.48	1	\$	1,159.18		
91 Harris Road	Lots 1 & 6 LP83951	2	\$	2,318.36		
92 Harris Road	Lot 1 LP134184 & Lot 5 PS403926w	2	\$	2,318.36		
93 Harris Road	Lot 2 LP201539 C/A Pt.47 Section B	1	\$	1,159.18		
93a Harris Road	Lot 1 LP201539 C/A Pt.47 Section B	1	\$	1,159.18		
94 Harris Road	Lots 3 & 4 PS403926	2	\$	2,318.36		
95 Harris Road	Lot 1 LP135971 C/A Pt.47 Section B	1	\$	1,159.18		
97 Harris Road	Lot 2 LP65490 C/A Pt.48 Section B	1	\$	1,159.18		
99 Harris Road	Lot 1 LP65490 C/A Pt.48 Section B	1	\$	1,159.18		
101 Harris Road	Lot 2 LP129562 C/A Pt.49 Section B	1	\$	1,159.18		
101a Harris Road	Lot 2 PS304699	1	\$	1,159.18		
102 Harris Road	Lots 1 & 2 PS403926w	2	\$	2,318.36		
103 Harris Road	Lot 1 LP304699 C/A Pt.49 Section B	1	\$	1,159.18		

104 Harris Road	CP160630 Lots 1 & Pt.3	1	\$	1,159.18		
105 Harris Road	LP151778 C/A Pt.51 Section B	2	\$	2,318.36		
107 Harris Road	Lot 1 Tp678155	1	\$	1,159.18		
109 Harris Road	Lot 1 LP75303	1	\$	1,159.18		
111 Harris Road	Lot 1 LP78182 Section B	1	\$	1,159.18		
113 Harris Road	Lot 2 LP78182	1	\$	1,159.18		
115 Harris Road	Lot 3 LP78182 Section B	1	\$	1,159.18		
117 Harris Road	Lot 9 PS118720	1	\$	1,159.18		
119 Harris Road	Lot 8 LP118720	1	\$	1,159.18		
121 Harris Road	Lot 7 LP118720 Section B	1	\$	1,159.18		
123 Harris Road	Lot 6 LP118720	1	\$	1,159.18		
125-127 Harris Road	LP118720	1	\$	1,159.18		
122 Aireys Street	C/A 34 Section C	1	\$	1,159.18		
128 Aireys Street	C/A 33 Section C	1	\$	1,159.18		
129 Aireys Street	C/A 10 Section C	1	\$	1,159.18		
132 Aireys Street	C/A 32 Section C	1	\$	1,159.18		
133 Aireys Street	C/A 9 Section C	1	\$	1,159.18		
134-136 Aireys Street	C/A 21 22 Pt.40 Pt.40a Pt.41 Section C	2	\$	2,318.36		
135 Aireys Street	C/A 8 Section C	1	\$	1,159.18		
138 Aireys Street	Lots 4 & 9 LP22161 C/A 20 & Pt.19	2	\$	2,318.36		
139 Aireys Street	C/A 7 Section C	1	\$	1,159.18		
142 Aireys Street	Lot 8 LP31392 C/A Pt.19 Section C	1	\$	1,159.18		
144 Aireys Street	Lot 7 LP31392 C/A Pt.19 Section C	1	\$	1,159.18		
146 Aireys Street	Lot 6 LP31392	1	\$	1,159.18		
148 Aireys Street	Lot 5 LP31392 C/A Pt.19 Section C	1	\$	1,159.18		
150 Aireys Street	Lot 4 LP31392	1	\$	1,159.18		
152 Aireys Street	Lot 4 LP34603	1	\$	1,159.18		
154 Aireys Street	Lot 5 LP34603	1	\$	1,159.18		
155 Aireys Street	Lot 3 PS523193	1	\$	1,159.18		
156 Aireys Street	Lot 6 LP34603	1	\$	1,159.18		
158 Aireys Street	Lot 7 LP34603	1	\$	1,159.18		
159 Aireys Street	Lot 2 PS523193	1	\$	1,159.18		
160 Aireys Street	Lot 8 LP34603	1	\$	1,159.18		

Street				
162 Aireys Street	Lot 9 LP34603	1	\$	1,159.18
164 Aireys Street	Lot 10 LP34603	1	\$	1,159.18
166 Aireys Street	Lot 11 LP34603	1	\$	1,159.18
167 Aireys Street	Lot 1 PS523193	1	\$	1,159.18
168 Aireys Street	Lot 12 LP34603	1	\$	1,159.18
177 Aireys Street	Lot 2 PS436934m	1	\$	1,159.18
179 Aireys Street	Lot 3 PS540212	1	\$	1,159.18
213 Aireys Street	C/A 6 Section A	1	\$	1,159.18
214 Aireys Street	C/A 33 Section A	1	\$	1,159.18
198-202 Armstrong Street	Lots 8 9 10 LP76726	3	\$	3,477.53
199 Armstrong Street	C/A 12 Section A	1	\$	1,159.18
204 Armstrong Street	Lot 11 LP76726 C/A Pt.10 Section A	1	\$	1,159.18
205 Armstrong Street	C/A 13 Section A	1	\$	1,159.18
206 Armstrong Street	Lot 1 Tp533009v	1	\$	1,159.18
211 Armstrong Street	C/A 14 Section A	1	\$	1,159.18
214 Armstrong Street	C/A Pt. 8 Section A	1	\$	1,159.18
216 Armstrong Street	C/A 7 Section A	1	\$	1,159.18
217 Armstrong Street	C/A 15 Section A	1	\$	1,159.18
223 Armstrong Street	C/A Pt.16 Section A	1	\$	1,159.18
235 Armstrong Street	C/A 17 Section A	1	\$	1,159.18
241 Armstrong Street	C/A Pt.2 Pt.3 Section H CP159037	1	\$	1,159.18
244 Armstrong Street	C/A 34 Section A	1	\$	1,159.18
249 Armstrong Street	CP159036t C/A Pt.4 Section H	1	\$	1,159.18
250 Armstrong Street	C/A 35 Section A	1	\$	1,159.18
257 Armstrong Street	C/A Pt.7 Section H	1	\$	1,159.18

Street 263 Armstrong Street	CP159035 & C/A Pt.8 Section H	1	\$	1,159.18
122 Main Street	C/A 6 Section C	1	\$	1,159.18
135-137 Main Street	Lot 1 PS139828 & R1 PS139828	1	\$	1,159.18
140 Main Street	Lot 1 LP31392 C/A Pt.19 Section C	1	\$	1,159.18
141 Main Street	Lot 1 Tp100843 (Lot 1 LP34603)	1	\$	1,159.18
1/142-144 Main Street	Lot 1 LP306772p (Unit 1)	1	\$	1,159.18
2/142-144 Main Street	Lot 2 LP306772 (Unit 2)	1	\$	1,159.18
3/142-144 Main Street	Lot 3 LP306772 (Unit 3)	1	\$	1,159.18
4/142-144 Main Street	Lot 4 LP306772 (Unit 4)	1	\$	1,159.18
5/142-144 Main Street	Lot 5 LP306772 (Unit 5)	1	\$	1,159.18
143 Main Street	Lot 2 LP34603	1	\$	1,159.18
145 Main Street	Lot 3 LP34603	1	\$	1,159.18
146 Main Street	Lot 2 LP203168u	1	\$	1,159.18
1/147 Main Street	Lots 1 & S2 LP306773	1	\$	1,159.18
2/147 Main Street	Lot 2 LP306773	1	\$	1,159.18
3/147 Main Street	Lot 3 LP306773	1	\$	1,159.18
4/147 Main Street	Lot 4 LP306773	1	\$	1,159.18
148 Main Street	Lot 1 LP203168u	1	\$	1,159.18
149 Main Street	Lot 2 LP136376	1	\$	1,159.18
150 Main Street	C/A Pt.19 Section C	1	\$	1,159.18
152 Main Street	Lot 1 LP22161 C/A Pt.19a Section C	1	\$	1,159.18
153 Main Street	Tp457876 (CP169405)	1	\$	1,159.18
154 Main Street	Lot 2 LP22161	1	\$	1,159.18
155 Main Street	Lot 2 LP86874 C/A Pt.24 & 25 Section B	1	\$	1,159.18
156 Main Street	Lot 3 LP22161 C/A Pt.19a Section C	1	\$	1,159.18
157 Main Street	Lot 3 LP86874 Section B	1	\$	1,159.18
159 Main Street	Lot 4 LP86874	1	\$	1,159.18
161 Main Street	Lot 5 LP86874 Section B	1	\$	1,159.18
160 Main Street	Lot 5 LP22161	1	\$	1,159.18
163 Main Street	Lot 6 LP86874 Section B	1	\$	1,159.18
1/163a Main Street	Unit 1 Rp7541	1	\$	1,159.18
2/163a Main Street	Unit 2 Rp7541	1	\$	1,159.18

3/163a Main Street	Unit 3 Rp7541	1	\$	1,159.18		
164 Main Street	Lot 1 Tp139236G	1	\$	1,159.18		
166 Main Street	Lot 7 LP22161 C/A Pt.19a Section C	1	\$	1,159.18		
167 Main Street	Lots 1 & 2 PS609917	1	\$	1,159.18		
168 Main Street	C/A Pt.42 Section C	1	\$	1,159.18		
169 Main Street	Lot 7 & Pt.8 LP42112 C/A Pt.28 Section B	1	\$	1,159.18		
170 Main Street	C/A Pt.42 Section C & Lot 8 LP22161	2	\$	2,318.36		
171 Main Street	Lot Pt.8 LP42112 C/A Pt.28 Section B	1	\$	1,159.18		
173 Main Street	Lot 9 LP42112 C/A Pt.28 Section B	1	\$	1,159.18		
175 Main Street	Lot 10 LP42112 C/A Pt.28 Section B	1	\$	1,159.18		
177 Main Street	Lot 1 Tp408511 (C/A Pt.29 Section B)	1	\$	1,159.18		
179 Main Street	C/A Pt.29 Section B	1	\$	1,159.18		
181 Main Street	C/A Pt.29 Section B	1	\$	1,159.18		
182 Main Street	Lot Pt.6 LP2522 C/A Pt.43 Section C	1	\$	1,159.18		
183 Main Street	C/A Pt.29 Section B	1	\$	1,159.18		
185 Main Street	Lots 1 & 2 LP145192 C/A Pt.30 Section B	2	\$	2,318.36		
186 Main Street	Lot Pt.4 LP2522 C/A Pt.43 Section C	1	\$	1,159.18		
187 Main Street	Lot 1 LP145192 C/A Pt.30 Section B	1	\$	1,159.18		
188 Main Street	Lot 3 LP2522 C/A Pt.43 Section C	1	\$	1,159.18		
189 Main Street	C/A Pt.30 Section B	1	\$	1,159.18		
190 Main Street	Lot 2 LP2522 C/A Pt.43 Section C	1	\$	1,159.18		
1/191 Main Street	Units 5 & 8 Sp029416d	1	\$	1,159.18		
2/191 Main Street	Units 1 & 4 Sp029416d	1	\$	1,159.18		
3/191 Main Street	Units 9 & 10 Sp029416d	1	\$	1,159.18		
192 Main Street	Lot 1 LP2522 C/A Pt.43 Section C	1	\$	1,159.18		
193 Main Street	Lot 2 LP42111	1	\$	1,159.18		
194 Main Street	Lot 1 LP13192	1	\$	1,159.18		
195 Main Street	Lot 3 LP42111	1	\$	1,159.18		
196 Main Street	Lot 2 LP131992	1	\$	1,159.18		
198 Main Street	Lot 3 LP131992	1	\$	1,159.18		
200 Main Street	Lot 4 LP131992	1	\$	1,159.18		
204 Main Street	Lot 6 LP131992 (Joiner Park)	1	\$	1,159.18		
206 Main Street	Lot 30 LP131994	1	\$	1,159.18		

208 Main Street	Lot 29 LP131994	1	\$	1,159.18		
235 Main Street	South Colac Recreation	1	\$	1,159.18		
2 Irrewillipe Road	Lot 6 LP42112 C/A Pt.28 Section B	1	\$	1,159.18		
4 Irrewillipe Road	Lot 5 LP42112	1	\$	1,159.18		
5 Irrewillipe Road	Lot 3 PS513223	1	\$	1,159.18		
6 Irrewillipe Road	Lot 4 LP42112 C/A Pt.28 Section B	1	\$	1,159.18		
7 Irrewillipe Road	Lot 2 PS513223	1	\$	1,159.18		
8 Irrewillipe Road	C/A Pt.28a Section B (Lot 3 LP42112)	1	\$	1,159.18		
9-11 Irrewillipe Road	Lot 1 PS513223u	1	\$	1,159.18		
10 Irrewillipe Road	Lot 2 LP42112 C/A Pt.28 Section B	1	\$	1,159.18		
12 Irrewillipe Road	Lot 1 LP42112 C/A Pt.28 Section B	1	\$	1,159.18		
14-16 Irrewillipe Road	Lots 2 & 3 LP51773 C/A Pt.32 Section B	2	\$	2,318.36		
15 Irrewillipe Road	Lot 1 PS309192	1	\$	1,159.18		
17 Irrewillipe Road	Lot 2 PS449041g	1	\$	1,159.18		
18-20 Irrewillipe Road	Lot 1 LP51773 C/A Pt.32 Section B	1	\$	1,159.18		
19 Irrewillipe Road	Lot 1 PS449041g	1	\$	1,159.18		
21 Irrewillipe Road	Lot 1 LP305870u	1	\$	1,159.18		
22 Irrewillipe Road	C/A 33 Section B	1	\$	1,159.18		
25 Irrewillipe Road	Lot 5 PS531145	1	\$	1,159.18		
30 Irrewillipe Road	Lot 1 C/A Pt.34 Section B	1	\$	1,159.18		
31 Irrewillipe Road	Lot 4 PS531145	1	\$	1,159.18		
32 Irrewillipe Road	Lot 8 LP81873 Section B	1	\$	1,159.18		
34-36 Irrewillipe Road	CP151976	1	\$	1,159.18		
37 Irrewillipe Road	Lot 3 PS531145l	1	\$	1,159.18		
38 Irrewillipe Road	Lot 5 LP81873	1	\$	1,159.18		
40 Irrewillipe Road	Lot 4 LP81873 Section B	1	\$	1,159.18		
42 Irrewillipe Road	Lot 3 LP81873 Section B	1	\$	1,159.18		
43 Irrewillipe Road	Lot 2 PS5311451	1	\$	1,159.18		
43a Irrewillipe Road	Lot 2 PS548437	1	\$	1,159.18		
44 Irrewillipe Road	Lot 2 LP81873 Section B	1	\$	1,159.18		
45 Irrewillipe Road	Lot 1 PS536605	1	\$	1,159.18		

Road					
46 Irrewillipe Road	Lot 1 LP81873 Section B	1	\$	1,159.18	
48 Irrewillipe Road	Lot 1 PS501660n	1	\$	1,159.18	
55 Irrewillipe Road	Lot 2 PS538350	1	\$	1,159.18	
59 Irrewillipe Road	Lot 1 PS538350	1	\$	1,159.18	
60 Irrewillipe Road	Lot 2 PS501660n (Eliminyt Pound)	1	\$	1,159.18	
61 Irrewillipe Road	C/A 36 & 36a Section A	2	\$	2,318.36	
260 Queen Street	Lot 13 Tp564464	1	\$	1,159.18	
262 Queen Street	C/A 14 Section D	1	\$	1,159.18	
265 Queen Street	C/A 35 Section C	1	\$	1,159.18	
275 Queen Street	C/A 36 37 Section C	2	\$	2,318.36	
280 Queen Street	C/A 14a 14b 15 15a 16a 16b Section D	2	\$	2,318.36	
365 Queen Street	Lot 1 PS448302k	1	\$	1,159.18	
366 Queen Street	C/A 18 18a Section D	2	\$	2,318.36	
371 Queen Street	Lot 2 PS448302k	1	\$	1,159.18	
374 Queen Street	Lot 1 LP98619 C/A Pt.21 Section D	1	\$	1,159.18	
378 Queen Street	Lot 2 LP34784 C/A Pt.31 Section D	1	\$	1,159.18	
1/379 Queen Street	Unit 1 Rp9366	1	\$	1,159.18	
2/379 Queen Street	Unit 2 Rp9366	1	\$	1,159.18	
3/379 Queen Street	Unit 3 Rp9366	1	\$	1,159.18	
4/379 Queen Street	Unit 4 Rp9366	1	\$	1,159.18	
5/379 Queen Street	Unit 5 Rp9366	1	\$	1,159.18	
6/379 Queen Street	Unit 6 Rp9366	1	\$	1,159.18	
7/379 Queen Street	Unit 7 Rp9366	1	\$	1,159.18	
8/379 Queen Street	Unit 8 Rp9366	1	\$	1,159.18	
382 Queen Street	Lot 3 LP34784 C/A Pt.31 Section D	1	\$	1,159.18	
383 Queen Street	Lots 3 4 LP85451 CP161686 Section C	1	\$	1,159.18	
384 Queen Street	Lot 4 LP34784 C/A Pt.31 Section D	1	\$	1,159.18	
386 Queen Street	Lot 5 LP34784 C/A Pt.31 Section D	1	\$	1,159.18	
387 Queen Street	Lot 5 LP85451	1	\$	1,159.18	
388 Queen Street	Lot 6 LP34784 C/A Pt.31 Section D	1	\$	1,159.18	
389 Queen Street	Lot 6 LP85451	1	\$	1,159.18	
390 Queen Street	Lot 7 LP34784 C/A Pt.31 Section D	1	\$	1,159.18	

391 Queen Street	Lot 7 LP85451 Section C	1	\$	1,159.18		
391a Queen Street	Lot 8 LP85451	1	\$	1,159.18		
393 Queen Street	Lot 9 LP85451	1	\$	1,159.18		
394 Queen Street	Lot 8 LP34784 C/A Pt.31 Section D	1	\$	1,159.18		
395 Queen Street	Lots 10 11 LP85451 Section C	2	\$	2,318.36		
396 Queen Street	Lot 1 Tp086368	1	\$	1,159.18		
397 Queen Street	Lot 12 LP85451	1	\$	1,159.18		
398 Queen Street	Lots 10 & 11 LP34784 C/A Pt.25 Section D	2	\$	2,318.36		
2 Ballagh Street	Lot 9 LP28478 C/A Pt.32a Section B	1	\$	1,159.18		
4 Ballagh Street	CP164323I C/A Pt.32a Section B	1	\$	1,159.18		
7 Ballagh Street	Lot Pt.4 LP42111	1	\$	1,159.18		
8 Ballagh Street	Lot 6 LP28478	1	\$	1,159.18		
9 Ballagh Street	Lot 8 LP129100 C/A Pt.31 Section B	1	\$	1,159.18		
10 Ballagh Street	Lot 5 LP28478 C/A Pt.32a Section B	1	\$	1,159.18		
11 Ballagh Street	Lot 7 LP129100	1	\$	1,159.18		
12 Ballagh Street	Lot 4 LP28478 C/A Pt.32a Section B	1	\$	1,159.18		
13 Ballagh Street	Lot 6 LP129100 C/A Pt.31 Section B	1	\$	1,159.18		
14 Ballagh Street	Lot 3 LP28478 C/A Pt.32a Section B	1	\$	1,159.18		
15 Ballagh Street	Lot 5 LP129100 C/A Pt.31 Section B	1	\$	1,159.18		
16 Ballagh Street	Lot 2 LP28478	1	\$	1,159.18		
17 Ballagh Street	Lot 4 LP129100 C/A Pt.31 Section B	1	\$	1,159.18		
17a Ballagh Street	Lot 3 LP129100 C/A Pt.31 Section B	1	\$	1,159.18		
18 Ballagh Street	Lot 1 Tp615618	1	\$	1,159.18		
19 Ballagh Street	Lot 2 LP129100 C/A Pt.31 Section B	1	\$	1,159.18		
20 Ballagh Street	Lot 1 PS540210	1	\$	1,159.18		
20B Ballagh Street	Lot 2 PS540210	1	\$	1,159.18		
21 Ballagh Street	Lot 1 LP129100 C/A Pt.31 Section B	1	\$	1,159.18		
22 Ballagh Street	Lot 4 PS506622u	1	\$	1,159.18		
23 Ballagh Street	Lot 5 PS543648	1	\$	1,159.18		
24 Ballagh Street	Lot 3 PS506622u	1	\$	1,159.18		
25 Ballagh Street	Lot 4 PS543648	1	\$	1,159.18		
27 Ballagh Street	Lot 3 PS546348	1	\$	1,159.18		
28 Ballagh Street	Lot 2 PS506622u	1	\$	1,159.18		

29 Ballagh Street	Lot 6 PS543648	1	\$	1,159.18		
30 Ballagh Street	Lot 1 PS506622u	1	\$	1,159.18		
31 Ballagh Street	Lot 2 PS543648	1	\$	1,159.18		
32 Ballagh Street	Lot 1 PS609246	1	\$	1,159.18		
33 Ballagh Street	Lot 1 PS543648	1	\$	1,159.18		
34 Ballagh Street	Lot 2 PS609246	1	\$	1,159.18		
35 Ballagh Street	C/A 37 Section B	1	\$	1,159.18		
36 Ballagh Street	Lots 11 & 12 PS602561	2	\$	2,318.36		
38 Ballagh Street	Lot 2 PS602561	1	\$	1,159.18		
40 Ballagh Street	Lot 1 PS602561	1	\$	1,159.18		
47 Ballagh Street	Lot 12 PS546963	1	\$	1,159.18		
49 Ballagh Street	Lot 11 PS546963	1	\$	1,159.18		
51 Ballagh Street	Lot 10 PS546963	1	\$	1,159.18		
1 Rose Drive	Lot 43 PS316697u	1	\$	1,159.18		
2 Rose Drive	Lot 40 PS316697u	1	\$	1,159.18		
3 Rose Drive	Lot 44 PS316697u	1	\$	1,159.18		
4 Rose Drive	Lot 39 PS316697u	1	\$	1,159.18		
5 Rose Drive	Lot 45 PS316697u	1	\$	1,159.18		
6 Rose Drive	Lot 38 PS316697u	1	\$	1,159.18		
7 Rose Drive	Lot 46 PS316697u	1	\$	1,159.18		
8 Rose Drive	Lot 37 PS316697u	1	\$	1,159.18		
9 Rose Drive	Lot 47 PS316697u	1	\$	1,159.18		
10 Rose Drive	Lot 36 PS316697u	1	\$	1,159.18		
11 Rose Drive	Lot 48 PS316697u	1	\$	1,159.18		
12 Rose Drive	Lot 35 PS 316697u	1	\$	1,159.18		
13 Rose Drive	Lot 49 PS316697u	1	\$	1,159.18		
14 Rose Drive	Lot 34 PS316697u	1	\$	1,159.18		
1/1 Garden Close	Lot Pt.5 PS506622	1	\$	1,159.18		
2/1 Garden Close	Lot Pt.5 PS506622	1	\$	1,159.18		
2 Garden Close	Lot 25 PS506622u	1	\$	1,159.18		
3 Garden Close	Lot 6 PS506622u	1	\$	1,159.18		
4 Garden Close	Lot 24 PS506622u	1	\$	1,159.18		
5 Garden Close	Lot 7 PS506622u	1	\$	1,159.18		
6 Garden Close	Lot 23 PS506622	1	\$	1,159.18		
1/7 Garden Close	Lot 1 PS544853	1	\$	1,159.18		
2/7 Garden Close	Lot 2 PS544853	1	\$	1,159.18		
8 Garden Close	Lot 22 PS506622u	1	\$	1,159.18		

9 Garden Close	Lot 9 PS506622u	1	\$	1,159.18		
10 Garden Close	Lot 21 PS 506622u	1	\$	1,159.18		
11 Garden Close	Lot 10 PS506622u	1	\$	1,159.18		
12 Garden Close	Lot 20 PS506622u	1	\$	1,159.18		
13 Garden Close	Lot 11 PS506622	1	\$	1,159.18		
14 Garden Close	Lot 19 PS506622u	1	\$	1,159.18		
15 Garden Close	Lot 12 PS506622	1	\$	1,159.18		
16 Garden Close	Lot 18 PS506622u	1	\$	1,159.18		
17 Garden Close	Lot 13 PS506622	1	\$	1,159.18		
18 Garden Close	Lot 17 PS506622	1	\$	1,159.18		
19 Garden Close	Lot 14 PS506622u	1	\$	1,159.18		
20 Garden Close	Lot 16 PS506622	1	\$	1,159.18		
21 Garden Close	Lot 15 PS506622u	1	\$	1,159.18		
1 Callistemon Court	Lot 11 LP316697u C/P Pt.49	1	\$	1,159.18		
2 Callistemon Court	Lot 2 LP316697	1	\$	1,159.18		
3 Callistemon Court	Lot 10 LP316697u C/P Pt.49	1	\$	1,159.18		
4 Callistemon Court	Lot 3 LP316697	1	\$	1,159.18		
5 Callistemon Court	Lot 9 LP316697u C/P Pt.49	1	\$	1,159.18		
6 Callistemon Court	Lot 4 LP316697u C/P Pt.49	1	\$	1,159.18		
7 Callistemon Court	Lot 8 LP316697u C/P Pt.49	1	\$	1,159.18		
8 Callistemon Court	Lot 5 LP316697u C/P Pt.49	1	\$	1,159.18		
9 Callistemon Court	Lot 7 LP316697u C/P Pt.49	1	\$	1,159.18		
9a Callistemon Court	Recreation Reserve PS316697	1	\$	1,159.18		
10 Callistemon Court	Lot 6 LP316697c	1	\$	1,159.18		
1 Buckland Court	Lot 10 LP131994	1	\$	1,159.18		
2 Buckland Court	Lot 11 LP131994	1	\$	1,159.18		
3 Buckland Court	Lot 12 LP131994	1	\$	1,159.18		
4 Buckland Court	Lot 13 LP131994	1	\$	1,159.18		

Court				
5 Buckland Court	Lot 14 LP131994	1	\$	1,159.18
6 Buckland Court	Lot 15 LP131994	1	\$	1,159.18
7 Buckland Court	Lot 16 LP131994	1	\$	1,159.18
8 Buckland Court	Lot 2 LP327838r	1	\$	1,159.18
9 Buckland Court	Lot 22 LP131994	1	\$	1,159.18
10 Buckland Court	Lot 23 LP131994	1	\$	1,159.18
11 Buckland Court	Lot 24 LP131994	1	\$	1,159.18
12 Buckland Court	Lot 25 LP131994	1	\$	1,159.18
13-14 Buckland Court	Lots 26 & 27 LP131994	2	\$	2,318.36
15 Buckland Court	Lot 28 LP131994	1	\$	1,159.18
16 Buckland Court	Lot 34 LP131994	1	\$	1,159.18
17 Buckland Court	Lot 33 LP131994	1	\$	1,159.18
76 Slater Street	C/A 23 Section C	1	\$	1,159.18
80 Slater Street	C/A 47 Section C	1	\$	1,159.18
82 Slater Street	C/A 46 Section C	1	\$	1,159.18
84 Slater Street	C/A 45 Section C	1	\$	1,159.18
96 Slater Street	C/A 44 Section C	1	\$	1,159.18
98 Slater Street	Lot 3 LP24157 C/A Pt.43 Section C	1	\$	1,159.18
100 Slater Street	Lot 2 LP24157 C/A Pt.43 Section C	1	\$	1,159.18
102 Slater Street	Lot 1 LP24157 & Lots 1 & 2 Tp706529	1	\$	1,159.18
109 Slater Street	C/A 38 Section C	1	\$	1,159.18
113 Slater Street	C/A 39 Section C	1	\$	1,159.18
135 Slater Street	C/A 55 & 56 Section C	2	\$	2,318.36
5 Tulloh Street	Lot 19 LP130909	1	\$	1,159.18
6 Tulloh Street	Lot 1 LP203596w	1	\$	1,159.18
8 Tulloh Street	Lot 13 LP50913 C/A Pt.29 Pt.29b	1	\$	1,159.18
9-11 Tulloh Street	Lots 17 18 LP130909	2	\$	2,318.36
10 Tulloh Street	Lot 12 LP50913 Section D	1	\$	1,159.18
12 Tulloh Street	Lot 11 LP50913 C/A Pt.30 Section D	1	\$	1,159.18
13 Tulloh Street	Lot 16 LP130909	1	\$	1,159.18
14 Tulloh Street	Lot 10 LP50913 C/A Pt.30 Section D	1	\$	1,159.18
14a Tulloh Street	Lot 3 LP306778b	1	\$	1,159.18

1/15 Tulloh Street	Lot 1 LP305873	1	\$	1,159.18		
2/15 Tulloh Street	Lot 2 LP305873	1	\$	1,159.18		
16 Tulloh Street	Lot 9 LP50913	1	\$	1,159.18		
17 Tulloh Street	Lot 14 LP130909	1	\$	1,159.18		
18 Tulloh Street	Lot 8 LP50913 C/A Pt.30 Section D	1	\$	1,159.18		
19 Tulloh Street	Lot 13 LP130909	1	\$	1,159.18		
20 Tulloh Street	Lot 7 LP50913 C/A Pt.30 Section D	1	\$	1,159.18		
21 Tulloh Street	Lot 12 LP130909	1	\$	1,159.18		
22 Tulloh Street	Lot 6 LP50913	1	\$	1,159.18		
23 Tulloh Street	Lot 11 LP130909	1	\$	1,159.18		
24 Tulloh Street	Lot 5 LP50913	1	\$	1,159.18		
25 Tulloh Street	Lot 10 LP130909	1	\$	1,159.18		
26 Tulloh Street	Lot 4 LP50913	1	\$	1,159.18		
27-29 Tulloh Street	Lots 8 9 20 LP130909	3	\$	3,477.53		
30 Tulloh Street	Lot 3 LP50913	1	\$	1,159.18		
31 Tulloh Street	Lot 7 LP130909	1	\$	1,159.18		
32 Tulloh Street	Lot 1 LP306778b & Lot 2 PS528464	2	\$	2,318.36		
33 Tulloh Street	Lot 6 LP98619	1	\$	1,159.18		
34 Tulloh Street	Lot 1 LP50913	1	\$	1,159.18		
35 Tulloh Street	Lot 5 LP98619	1	\$	1,159.18		
36 Tulloh Street	Lot 1 LP34784	1	\$	1,159.18		
37 Tulloh Street	Lot 4 LP98619	1	\$	1,159.18		
39 Tulloh Street	Lot 3 LP98619	1	\$	1,159.18		
40 Tulloh Street	Lot 2 LP85451	1	\$	1,159.18		
41 Tulloh Street	Lot 2 LP98619	1	\$	1,159.18		
42 Tulloh Street	Lot 1 LP85451	1	\$	1,159.18		
43 Tulloh Street	Lot Pt.2 LP44379	1	\$	1,159.18		
44 Tulloh Street	Lot 3 LP44476	1	\$	1,159.18		
45 Tulloh Street	Lot Pt.2 LP44379	1	\$	1,159.18		
46 Tulloh Street	Lot 4 LP44476	1	\$	1,159.18		
47 Tulloh Street	Lot Pt.2 LP44379	1	\$	1,159.18		
48 Tulloh Street	Lot 5 LP44476 C/A Pt.53 Section C	1	\$	1,159.18		
49 Tulloh Street	Lot Pt.3 LP44379 C/A Pt.54 Section C	1	\$	1,159.18		

50 Tulloh Street	Lot 6 LP44476 C/A Pt.53 Section C	1	\$	1,159.18		
51 Tulloh Street	Lot Pt.3 LP44379 C/A Pt.54 Section C	1	\$	1,159.18		
52 Tulloh Street	Lot 1 LP131993	1	\$	1,159.18		
53 Tulloh Street	Lot 9 LP66759 C/A Pt.50 Section C	1	\$	1,159.18		
54 Tulloh Street	Lots 2 3 LP131993	1	\$	1,159.18		
55 Tulloh Street	Lot 8 LP66759	1	\$	1,159.18		
57 Tulloh Street	Lot 7 LP66759 C/A Pt.48 Section C	1	\$	1,159.18		
57a Tulloh Street	Lot 10 LP66759 C/A Pt.48 Section C	1	\$	1,159.18		
58 Tulloh Street	Lot 4 LP131993	1	\$	1,159.18		
59 Tulloh Street	Lot 6 LP66759 Section C	1	\$	1,159.18		
60 Tulloh Street	Lot 5 LP131993	1	\$	1,159.18		
61 Tulloh Street	Lot 5 LP66759 C/A Pt.49 Section C	1	\$	1,159.18		
62 Tulloh Street	Lot 6 LP131993	1	\$	1,159.18		
63 Tulloh Street	Lot 4 LP66759 C/A Pt.49 Section C	1	\$	1,159.18		
64 Tulloh Street	Lot 7 LP131993	1	\$	1,159.18		
65 Tulloh Street	Lot 3 LP66759 C/A Pt.40 Pt.50 Section C	1	\$	1,159.18		
66 Tulloh Street	Lot 8 LP131993	1	\$	1,159.18		
67 Tulloh Street	Lot 2 LP66759 C/A Pt.50 Section C	1	\$	1,159.18		
68 Tulloh Street	Lot 9 LP131993	1	\$	1,159.18		
69 Tulloh Street	Lot 1 LP66759 C/A Pt.50 Section C	1	\$	1,159.18		
70 Tulloh Street	Lot 32 LP131994	1	\$	1,159.18		
71 Tulloh Street	Lot 5 LP131992	1	\$	1,159.18		
72 Tulloh Street	Lot 31 LP131994	1	\$	1,159.18		
170 Hart Street	C/A 20 Section B	1	\$	1,159.18		
174 Hart Street	Lot 1 PS548437	1	\$	1,159.18		
180 Hart Street	CP351708	1	\$	1,159.18		
183 Hart Street	Lot 2 PS536605	1	\$	1,159.18		
184 Hart Street	C/A Pt.35 Section B	1	\$	1,159.18		
190 Hart Street	Lot 1 PS546963	1	\$	1,159.18		
192 Hart Street	Lot 7 PS546963	1	\$	1,159.18		
194 Hart Street	Lot 8 PS546963	1	\$	1,159.18		
225 Hart Street	C/A 38a & Pt.38b Section A	1	\$	1,159.18		
2 Howarth Street	Lot 1 LP71955	1	\$	1,159.18		

4 Howarth Street	Lot 2 LP305877e	1	\$	1,159.18		
6 Howarth Street	Lot 1 PS328372h C/A 54 Section B	1	\$	1,159.18		
7 Howarth Street	(Apex Preschool Centre)	1	\$	1,159.18		
8 Howarth Street	Lot 1 LP116399 C/A Pt.45 Section B	1	\$	1,159.18		
9 Howarth Street	Lot 6 LP81546 C/A Pt.44 Section B	1	\$	1,159.18		
11 Howarth Street	Lot 5 LP81546	1	\$	1,159.18		
12 Howarth Street	Lots 4 & 5 LP83951 C/A Pt.46 Section B	2	\$	2,318.36		
13 Howarth Street	Lot 4 LP81548 C/A Pt.44 Section B	1	\$	1,159.18		
15 Howarth Street	CP108706 Section B	1	\$	1,159.18		
16 Howarth Street	CP106488	1	\$	1,159.18		
17 Howarth Street	Lot 2 LP81548	1	\$	1,159.18		
18 Howarth Street	Lot 2 LP143599 C/A Pt.47 Section B	1	\$	1,159.18		
19 Howarth Street	Lot 1 LP81548 C/A 43 Section B	1	\$	1,159.18		
20 Howarth Street	Lot 1 LP143599 C/A Pt.47 Section B	1	\$	1,159.18		
21 Howarth Street	CP365132j	1	\$	1,159.18		
26 Howarth Street 27-29 Howarth Street	CP159713 Lot 16 PS544845	1 1	\$ \$	1,159.18 1,159.18		
29 Howarth Street	Lot 15 PS544845	1	\$	1,159.18		
30 Howarth Street	Lot 1 LP129562 C/A Pt.49 Section B	1	\$	1,159.18		
31 Howarth Street	Lot 14 PS544845	1	\$	1,159.18		
32 Howarth Street	Lot 3 PS511733	1	\$	1,159.18		
39 Howarth Street	C/A 39 Section B	1	\$	1,159.18		
25 Dowling Street	Lot 1 Tp831739 (C/A 44 Section D)	1	\$	1,159.18		
37 Dowling Street	Lot 6 PS434062g	1	\$	1,159.18		
49 Dowling Street	Lot 12 PS316694b	1	\$	1,159.18		
51 Dowling Street	Lot 13 PS316694b	1	\$	1,159.18		
1-9 Beechy Court	Lot A PS434062g	1	\$	1,159.18		
2 Beechy Court	Lot 11 PS316694b	1	\$	1,159.18		
4 Beechy Court	Lot 10 PS316694	1	\$	1,159.18		
6 Beechy Court	Lot 9 PS316694b	1	\$	1,159.18		
8 Beechy Court	Lot 8 PS316694b	1	\$	1,159.18		
10 Beechy Court	Lot 7 LP316694b	1	\$	1,159.18		

11 Beechy Court	Lot 1 PS436941q	1	\$	1,159.18		
12 Beechy Court	Lot 6 PS316694b	1	\$	1,159.18		
13 Beechy Court	Lot 2 PS436941q	1	\$	1,159.18		
14 Beechy Court	Lot 5 PS316694b	1	\$	1,159.18		
15 Beechy Court	Lot 3 PS436941q	1	\$	1,159.18		
16 Beechy Court	Lot 4 PS316694b	1	\$	1,159.18		
18 Beechy Court	Lot 3 PS316694b	1	\$	1,159.18		
19 Beechy Court	C/A 47 Section D	1	\$	1,159.18		
20 Beechy Court	Lot 2 PS316694b	1	\$	1,159.18		
22 Beechy Court	Lot 1 PS316694b	1	\$	1,159.18		
1 Ricstan Court	Lot 2 PS 546963	1	\$	1,159.18		
2 Ricstan Court	Lot 3 PS 546963	1	\$	1,159.18		
3 Ricstan Court	Lot 4 PS 546963	1	\$	1,159.18		
4 Ricstan Court	Lot 5 PS 546963	1	\$	1,159.18		
5 Ricstan Court	Lot 6 PS 546963	1	\$	1,159.18		
2a Deloraine Court	Lot 3 PS 602561	1	\$	1,159.18		
4 Deloraine Court	Lot 4 PS 602561	1	\$	1,159.18		
5 Deloraine Court	Lot 10 PS 602561	1	\$	1,159.18		
6 Deloraine Court	Lot 5 PS 602561	1	\$	1,159.18		
7 Deloraine Court	Lot 9 PS 602561	1	\$	1,159.18		
8 Deloraine Court	Lot 6 PS 602561	1	\$	1,159.18		
9 Deloraine Court	Lot 8 PS 602561	1	\$	1,159.18		
10 Deloraine Court	Lot 7 PS 602561	1	\$	1,159.18		
2-8 Spring Street	Lot 1 & 2 LP60789 & C/A Pt.47 Section A	2	\$	2,318.36		
10 Spring Street	Lot 2 LP323564a	1	\$	1,159.18		
11 Spring Street	Lot 1 PS511733	1	\$	1,159.18		
13 Spring Street	Lot 2 PS511733	1	\$	1,159.18		
15 Spring Street	Lot 2 PS401776	1	\$	1,159.18		
17 Spring Street	Lot 3 LP99304	1	\$	1,159.18		
19 Spring Street	Lot 2 LP99304 C/A Pt.50 Section B	1	\$	1,159.18		
20 Spring Street	C/A 43a Section A	1	\$	1,159.18		
21 Spring Street	Lot 1 LP99304 C/A Pt.50 Section B	1	\$	1,159.18		
23 Spring Street	Lot 1 LP118320 Section B	1	\$	1,159.18		

25 Spring Street	Lot 2 LP118720	1	\$	1,159.18
27 Spring Street	Lot 5 LP78182 C/A Pt.53 Section B	1	\$	1,159.18
28 Spring Street	Lot 2 LP209232 C/A Pt.44a Section A	1	\$	1,159.18
29 Spring Street	Lots 3 & 4 LP118720	2	\$	2,318.36
30 Spring Street	C/A 44a Section A	1	\$	1,159.18
32 Spring Street	Lot 1 LP209232 C/A Pt.44a Section A	1	\$	1,159.18
33 Spring Street	Lot 5 LP118720 Section B	1	\$	1,159.18
36 Spring Street	Lot 1 LP60440 C/A Pt.46a Section A	1	\$	1,159.18
38 Spring Street	Lot 2 LP60440 Section A	1	\$	1,159.18
40 Spring Street	Lot 3 LP60440	1	\$	1,159.18
42 Spring Street	Lot 4 LP60440 Section A	1	\$	1,159.18
44 Spring Street	Lot 5 LP60440 Section A	1	\$	1,159.18
46 Spring Street	Lot 6 LP60440 Section A	1	\$	1,159.18
Total		579	\$	671,164.00

3. ***Payment of the Special Charge Scheme levied on each property be paid by either of the following manner;***

(a) Payment of quarterly instalments (commencing within one calendar month of the issue of the notice requesting payment) over 4 years with interest paid on the remaining principal at the Council overdraft rate and that a penalty interest rate be applied to late instalment repayments only; or

(b) Payment by lump sum to be paid within one calendar month of the issue of notice requesting payment.

4. ***Notify effected property owners of the final costs levied against the properties within the scheme boundary.***

<p><u>OM102701-10 LEASE AGREEMENT - 6 BLUNDY STREET, FORREST</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council resolves to:</i></p> <ol style="list-style-type: none"> <i>1. Sign and seal two (2) copies of the “Ground Lease – 6 Blundy Street, Forest. Site code M8219” agreement between the Colac Otway Shire Council and Optus Mobile Pty Ltd for the occupation and erection of a communications tower in part of the Council Depot at 6 Blundy Street, Forrest (Part of CA 4 V3347, Folio 299); and</i> <i>2. Forward both copies of the lease agreement to Minter Ellison Lawyers for execution.</i> 		
<p><u>OM102701-11 2009/10 CAPITAL WORKS & MAJOR PROJECTS UPDATE - HALF YEAR</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. Receive and note this report.</i> 		

Recommendation

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

MOVED

SECONDED

**OM102701-6 INDIVIDUAL REQUESTS FOR REMOVAL OF VEGETATION
ON ROADSIDES**

AUTHOR:	Neil Allen	ENDORSED:	Rob Small
DEPARTMENT:	Infrastructure & Services	FILE REF:	GEN

Purpose

The purpose of this report is to deal with a number of requests that have been received from individuals in relation to clearing of roadsides adjacent to their property. The report recommends a process to allow adjacent owners to carry out works adjacent their property.

Declaration of Interests

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

Background

The Department of Sustainability and Environment (DSE) following the devastating 2008/09 bushfire season introduced changes to provide certain exemptions from planning schemes and planning permit requirements in relation to vegetation clearance on private property and on adjacent public land for the purposes of bushfire protection.

This has been outlined in the publication "Bushfire Protection Vegetation Removal on a Public Land Boundary". This publication has prompted a number of adjoining landowners to contact Council in relation to undertaking clearance of vegetation on the road reserve adjoining their property which is outside the areas specified by DSE. The Publication advises what can be cleared as follows:

- All vegetation on public land to a maximum width of 4 metres of a fenceline along an external boundary;
- All vegetation within 10 metres and ground vegetation within 30 metres of a building used for accommodation situated on lease/licence/public land known as the 10/30 right.

The consent requirements applicable to adjoining land owners from DSE does not cover the remainder of the road reserve. On large road reserves particularly in the northern area of the municipality, there is a significant distance between the fence and the edge of the road which needs to be cleared and has been traditionally cleared by the adjoining land owner in the preparation for the fire season.

In order to undertake clearing operations, it is necessary to determine if the land is subject to any vegetation or environmental overlays which would trigger a permit condition where the adjoining owner would need to comply with conditions for removal of vegetation or slashing.

The Municipal Association of Victoria (MAV) has also issued guidance to Local Government in relation to vegetation removal on public land. The guidance advises that approval is required to remove vegetation on road reserves.

Council has recently placed advertisements in newspapers requesting adjoining owners to consult Council to determine if landholders are proposing to undertake clearing works.

Council Plan / Other Strategies / Policy

This report is consistent with Council's Corporate Plan under '4.Environmental Management' with the strategy to ensure the protection and enhancement of environmental values on Council owned and managed land.

Issues / Options

The clearance of native vegetation is described under Clause 52 of the State Planning Scheme which sets out the clearance requirements for vegetation and environmental overlays and for bushfire protection. Areas complying with these requirements may need Planning Permits.

Farmers have traditionally carried out works on the road reserve in the past without the need to obtain works on roads permits. Typical works have included slashing, fire-breaks and weed spraying. The introduction of any permit system would mean that Council would then be legally obligated to undertake inspections, ensure insurances are up-to-date and that their equipment is safe and functional and that they have a Job Safety Analysis. In addition, the permit requirements would need to be approved and this would require administrative time and delay any works. This would be an unnecessary administrative burden on Council, require additional staff resources and impose unnecessary delays to landowners wanting to carry out necessary works in the field.

However, Council can undertake a desktop assessment to determine if a planning permit is required and advise the applicant accordingly in writing. The letter could be a standard letter which would also spell out whether they would require a planning permit and their obligations to have safe and appropriate equipment, work in a safe manner and have appropriate levels of insurance in the event of an accident. Any letter would need to advise the applicant that it is their responsibility to ensure that they abide by the appropriate State and Federal legislation when carrying out work on roadsides.

At this point of time Council does not have the resources to police a works on roadside permit system and it may be appropriate for council to write to any applicants after having undertaken a desktop environmental assessment and advise them of any environmental issues that they need to be aware of and their obligations under the various acts and regulations.

By not requiring a permit for works, Council does not need to undertake inspections.

Proposal

It is proposed that requests for approval to undertake clearing works from adjoining property owners be treated as follows;

- Landowners request Council to allow roadside maintenance activities.
- Requests be assessed for environmental considerations and land owners be advised if the proposed works are in any environmentally sensitive areas or require planning approval.
- Applicants be advised by Councils Environmental Department if they need a planning permit or not and that Council has no objection to them undertaking works provide that the works relate to fire prevention and weed eradication and that they comply with various State and Federal legislation and have the appropriate insurances.

It is therefore proposed that the Council sign off on the Environmental Conditions for the areas identified by the adjoining landowners and advise that it has no objection to the landowners undertaking fire reduction/slashing works if there are no environmental

constraints in relation to the proposed area, subject to the applicant complying with the relevant legislation and safe work practices.

This approach is consistent with past practice in Council where adjoining landowners have traditionally slashed their adjoining properties without the need to obtain a permit.

Financial and Other Resource Implications

The implementation of the policy requirements to respond to adjoining landowner requests, will involve officer time. The response to requests in relation to planning and environmental overlays is able to be contained within the existing planning duties and as such is not an additional impost to Council.

Should Council be required to issue a works on roadside permit and undertake inspections, there would be a significant impost and cost requirement for Council to carry out these works and Council does not currently have sufficient resources to undertake an inspection of landowners undertaking clearance works based on a permit system.

Risk Management & Compliance Issues

If Council was to issue a permit, Council would have obligations to ensure that adjoining landowners comply with the permit conditions. A permit would require that Council share responsibility and risk for the activities carried out. This would involve considerable staff resources in undertaking onsite inspections and issuing further compliance reports in relation to these activities. In addition to the significant Officer resources, this would also impact on the adjoining landowners ability to carry out works due to significant time constraints whilst inspections were carried out.

By not issuing a permit but advising that Council has no objection (subject to conditions) Council would be able to minimise its risk.

Environmental and Climate Change Considerations

By considering applications in relation to the Planning Scheme environmental overlays, officers are able to assess applications regarding whether or not the area adjacent the specified property has environmental significance.

As such the requirement for adjoining land owners to seek information (need for a planning approval from Council) and determine if Council has any objections to carrying out works, is consistent with standard environmental management practices.

Communication Strategy / Consultation

Council has previously advertised that adjoining land owners need to contact Council prior to undertaking any clearing works.

Information would need to be placed on the Councils Web site advising of the Council policy and process to be followed by any adjoining landowner wanting to undertake works on the road reserve.

Implementation

It is proposed that the action be implemented immediately in order to allow adjoining owners to maintain areas adjacent their property in the lead-up to the fire season. Officers have been processing applications based on determination of the environmental significant and advising adjoining owners that Council has no objection to them carrying out works subject to undertaking their own safe work practices and complying with the relevant legislation.

Officers would require that Council endorse the actions to-date and that this process continue to allow adjoining landowners to undertake works prior to the fire season in the future.

Conclusion

To address the large number of applications in relation to clearance of vegetation on road reserves by adjacent property owners, it is proposed that Council endorse the Officers actions to date and agree to assessing applications in relation to environmental significance.

It is proposed that work on road permits are not to be issued and Council will only advise applicants that Council has no objection to them undertaking works provided they comply with safe working practices and associated legislation. Applicants would be advised in writing of any environment concerns.

Attachments

1. Example Letter to undertake slashing works

Recommendation(s)

That Council:

- 1. Endorse the Officers actions to date;***
- 2. Agree to assessing applications in relation to environmental significance to determine if the area is significant and if a planning permit is required or not;***
- 3. Work on road permits are not to be issued for fire control and weed maintenance activities carried out by adjoining land owners on the roadside.***
- 4. Advise applicants that where there are no environmental controls, that Council has no objection to them undertaking works provided they comply with safe working practices and associated State and Federal legislation.***

~~~~~\ ~~~~~

Our Ref:  
Your Ref:  
Contact:

19 November 2009

Dear Sir

**Request to undertake slashing works on the roadside reserve at .....**

Thank you for your application to undertake slashing works on the roadside reserve across the frontage of your land at ..... You are advised that an inspection of the roadside area was made and as assessment undertaken which identified that the roadside reserve is classified as having a very high conservation significance. It was noted that an area has already been slashed and that the extension of this slashing work as requested would push into some existing woody native vegetation (trees).

You are advised that Council's preference would be for you to slash only grasses and not any existing woody native vegetation. Accordingly, Council has no objection to your request to slash grass vegetation along your roadside frontage. You are advised that ..... is not covered by the Vegetation Protection Overlay Schedule 2 – Roadside Vegetation (VPO2). The slashing (cutting) of native grassland to a height not lower than 100mm is exempt from the need for a planning permit under the Colac Otway Planning Scheme.

It is important to highlight that if you do undertake the slashing works along your frontage of the ..... roadside reserve, that you must not damage any woody native vegetation (trees) or road infrastructure and you must undertake the work in a safe manner.

You are reminded that any slashing works may also need to be conducted in accordance with the requirements of, but not limited to, the following pieces of state and federal legislation:

- Victorian Road Management Act (2004);
- Victorian Occupational Health and Safety Act (2004);
- Victorian Road Safety Act (1986);
- Victorian Flora and Fauna Guarantee Act (1988);
- Victorian Catchment and Land Protection Act (1994), and
- Australian Environmental Protection and Biodiversity Conservation Act (1999).

Council advises that you talk with your insurer about an adequate level of public liability insurance cover before you undertake the proposed activity. You should also contact DSE and the Australian Department of Environment, Water, Heritage and the Arts for more information about your obligations regarding protected species that may be in the area.

If you have any enquiries concerning this matter please contact me on 5232 9...

Yours faithfully

Stewart Anderson  
**Manager Environment and Community Safety**

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**OM102701-7                      SPECIAL CHARGE SCHEME - SINCLAIR STREET SOUTH,  
ELLIMINYT**

|             |                           |           |                                          |
|-------------|---------------------------|-----------|------------------------------------------|
| AUTHOR:     | Paula Gardiner            | ENDORSED: | Neil Allen                               |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | Sinclair Street South, Elliminyt - Roads |

**Purpose**

This report is re-presented, following an additional resident survey, for Council to now consider formally declaring the Special Charge Scheme for the construction of the unsealed section of Sinclair Street South, Elliminyt. It is anticipated that the project will be included in the future works program, if adopted by Council.

**Declaration of Interests**

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

**Background**

Sinclair Street South is approximately 830m in length running between Pound Road and Irrewillipe Road, Elliminyt.

Sinclair Street South currently consists of a 20m road reserve with an unsealed two way road. The average width of the existing gravelled pavement is approximately 7 metres.

Several residents have contacted Council regarding the existing condition of Sinclair Street South raising a number of issues, generally relating to poor ride quality (due to corrugations and potholes), dust in summer and mud in winter.

On the 16 April 2008, a meeting was held with Council and abutting property owners. From that meeting a survey was sent seeking feedback on the proposed scheme. Initial response from the survey indicated support from owners between Pound Road and Airey Street, but limited support from property owners between Airey Street and Irrewillipe Road. Subsequent correspondence from owners between Airey Street and Irrewillipe Road has shown support for that section as well.

On the 2 December 2008 a letter was sent out advising residents of the results of the survey and that officers were preparing a scope of works to construct only the section of Sinclair Street South between Pound Road and Airey Street.

In response to the December letter to residents, Council received further correspondence from residents requesting a review of the scope and that the Airey Street to Irrewillipe Road section remain in the scheme. After due consideration, another letter was sent to residents advising them that the intent was now to propose the original scheme and include the construction of the unsealed pavement between Pound Road and Irrewillipe Road.

At the 23 September 2009 Council Meeting, Council gave notice of its Intention to Declare a Special Charge Scheme for the construction of the unsealed section of Sinclair Street South, Elliminyt, from Pound Road through to Irrewillipe Road.

At the 25 November 2009 Council Meeting, Council deferred the Officer Report for the Declaration of a Special Charge Scheme for the construction of Sinclair Street South, Elliminyt. The basis for the deferral was for the residents of Sinclair Street South to be surveyed to determine if a majority of residents were still in favour of the scheme proposal processing.

A survey was sent to all property owners on 1 December 2009, asking whether they were in favour of the scheme proceeding or not. In total 21 properties were sent a survey. The survey letter so stated that property owners who did not return the survey would be considered to not have an objection to the scheme proposal continuing.

At the close of the survey period on 18 December 2009, Council had received 17 responses. Of the 17 responses received, 9 were in favour of the scheme proposal continuing and 8 were not in favour of the scheme proposal continuing. Therefore, the results of the survey are outlined as follows;

|                             |    |
|-----------------------------|----|
| Surveys sent                | 21 |
| Returned                    | 17 |
| In favour                   | 9  |
| Not returned (no objection) | 4  |
| Not in favour               | 8  |

Therefore, the outcome of the survey indicated that a majority of the residents (being calculated at 50% + 1) were in favour of the scheme continuing.

#### **Council Plan / Other Strategies / Policy**

The proposed project as a Special Charge Scheme is consistent with Council's Special Charge Scheme Policy, and implementation will be consistent with Council's Special Charge Scheme Policy and the relative requirements of the Local Government Act 1989.

All other elements of the proposed project will be implemented consistent with relevant Policies including:

- Community Consultation Policy; and
- Tendering Policy.

#### **Issues / Options**

There are three (3) practical options available, which are:

##### *Option One –*

Construct and seal Sinclair Street South and implement a Special Charge Scheme to recoup 65% of the total project costs from the abutting property owners, with the remaining 35% to be funded by Council due to the calculated Community Benefit.

##### *Option Two –*

The construction and sealing of Sinclair Street South be included in future Capital Works Programs and be funded by general rate revenue.

##### *Option Three –*

Abandon the proposal, which would result in no improvement works being undertaken in Sinclair Street South.



### Legislative Requirements

In accordance with Section 163 of the Local Government Act 1989, Council powers are as follows:

#### ***“S 163 Special rate and special charge***

*(1) A Council may declare a special rate, a special charge or a combination of both only for the purposes of—*

*(a) defraying any expenses; or*

*(b) repaying (with interest) any advance made to or debt incurred or loan raised by the Council—*

*in relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.”*

Of the three (3) options available, option One was the preferred option as the proposed works do provide a special benefit to the abutting property owners, thus a special charge scheme should be implemented to recoup a proportion of the total cost of the project.

### Public Notice

The public notice was advertised in the Colac Herald on the 14 October 2009 advising of Council's notice of Intention to Declare a Special Charge Scheme for the construction of the unsealed section of Sinclair Street South, Elliminyt. Courtesy letters were sent to all property owners included in the Special Charge Scheme boundary on 8 October 2009.

At the close of the submission period, Council had received five (5) objections to the proposed scheme. A Special Committee of Council met on Wednesday 11 November 2009 to consider all submissions received, and heard three (3) verbal submissions relating to the proposed scheme.

### Submissions Consideration

The submissions received mainly related to the benefits received and the method of apportionment.

After due and careful consideration, the Special Committee recommended that –

- The apportionment be reviewed in that the Access benefit to those properties already having a primary access from a sealed road be reduced to 50%. The Amenity benefit is to remain as full benefit.

The overall recommendation of the Special Committee was to proceed with the Scheme as presented subject to the revision noted above.

## **Proposal**

### Description of Proposed Works

The proposed construction work involves the construction of the unsealed pavement of Sinclair Street South, from Pound Rd to Irrewillipe Road, which includes the preliminary design as follows:

- Overlay existing gravel pavement with 150mm Class 2 20mm Fine Crushed Rock
- Two coat bitumen wearing course road seal and
- Minor drainage and other associated works.

A formal pavement design will be undertaken during detailed design, which may result in a variation to the pavement construction as outlined above.

#### Special Benefit

It is considered the special benefits to be derived from the properties in the scheme are:

- Improved property access
- Improved road safety and
- Improved amenity.

#### Apportionment

All associated works to complete the construction of the unsealed pavement of Sinclair Street South, Elliminyt are estimated to cost \$283,000.

As Sinclair Street South is a through road between Pound Road and Irrewillipe Road, an element of the project will include a community benefit.

The community benefit was calculated using traffic counter data. The data showed 44% of the traffic using Sinclair Street South was through traffic, with the remaining 56% being local property traffic.

An assessment of the community benefit according to government guidelines, taking into account the one non-rateable property, and allowing for a 50% access benefit and a 50% amenity benefit indicates that the Community Benefit Ratio is 65%. Therefore, Council is only able to recoup up to 65% of the total project cost. As such, it is proposed that the property owners contribute 65% of the total cost of the project and Council contribute 35% of the project.

Therefore Council will be required to contribute 35% of the total project costs, or an estimated \$99,050, leaving an estimated \$183,950 to be apportioned across the 20 abutting rateable properties considered to receive a Special Benefit.

#### Apportionment of the Special Charge across the properties

In establishing the apportionment method, consideration was given to property size variation, zoning, access and amenity and special benefit to each property included in the Special Charge Scheme, in order to apply a fair and reasonable apportionment of the project cost.

A number of factors were considered when determining the apportionment method, namely:

- Land Use Zone -  
All properties abutting the unsealed section of Sinclair Street South is zoned Rural Living 1 where the minimum block size is 1.2ha. Under the current planning scheme, the only block with the potential to be further subdivided is 200 Cant Road which, subjected to planning approval, could be subdivided into 3 lots. Development potential is assessed and a unit benefit is applied to each of the potential blocks.
- Property Size  
Property frontage along Sinclair Street South varies from 18m, 45m, 70m and 200m. There are a number of properties that have property sideage abutting Sinclair Street.
- Access & Amenity  
Each existing property is assumed to have single residence and as such receives the same benefit both in terms of access and amenity.

- Special Benefit  
Each property abutting the unsealed section of Sinclair Street South would gain the same special benefit.
- Payment Options  
It is proposed the Special Charge payment shall, subject to Section 167(4) of the *Local Government Act 1989* and any further resolution of Council, pay by way of either:
  - Payment as a lump sum within one month of the issue of the notice requesting payment; or
  - Payment of quarterly instalments (commencing within one month of the issue of the notice requesting payment) over 4 years with interest paid on the remaining principal at the Council overdraft rate and that a penalty interest rate be applied to late instalment repayments only.

### **Financial and Other Resource Implications**

As there is a community benefit calculated as part of the proposal for the construction of the unsealed pavement of Sinclair Street South, there will be financial implications to Council.

The community benefit was calculated using traffic flow data, with 44% of the total traffic volume being through traffic, leaving the remaining 56% of traffic volume associated with the residents of Sinclair Street South. The Benefit ratio was calculated to be 65% meaning that the residents contribute 65% and Council contribute the remainder – 35%. Accordingly, 65% of the estimated project costs (\$183,950) will be apportioned among the 20 rateable properties abutting Sinclair Street South. The recommended apportionment method is by benefit unit with one (1) benefit unit equating to an estimated \$8,656.47.

Council is required to make a financial contribution to the scheme due to the community benefit component of the proposal, which equates to an estimated \$90,050 which will need to be funded from rate revenue and included in the 2010/2011 Capital Works Program.

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

This proposal will be implemented consistent with Council's Special Charge Scheme Policy and the relative requirements of the Local Government Act 1989.

### **Environmental and Climate Change Considerations**

No environmental issues have been considered at this stage of the proposal. If a Special Charge Scheme is declared for the construction of the unsealed pavement of Sinclair Street South, environmental issues will be considered prior to the commencement of construction works.

### **Communication Strategy / Consultation**

On 16 April 2008, a meeting was held with Council and the property owners abutting Sinclair Street South. From that meeting a survey was sent seeking feedback on the proposed construction of the unsealed pavement of Sinclair Street South by way of Special Charge Scheme.

Of the 17 surveys sent back, 11 requested further investigation of a Special Charge Scheme, and 6 did not want any further investigation completed.

A Public Notice and associated correspondence was sent to all property owners abutting Sinclair Street South, and advertised in local news papers advising of Council's Intention to Declare a Special Charge Scheme on the dates noted above.

**Implementation**

The First Notices and associated correspondence will be sent to all properties involved in the scheme notifying property owners of Council's declaration of the scheme following the Christmas period.

In accordance with the Local Government Act 1989, applicants may make a submission to VCAT in relation to the Scheme, if they wish to object to the process.

It is anticipated that works will be undertaken during the 2010/2011 financial year if the scheme proceeds.

**Conclusion**

The implementation of a Special Charge Scheme for the construction of the unsealed pavement of Sinclair Street South is in-line with Council's Special Charge Scheme Policy, and allows for street improvement to occur with a proportion of the cost of the project being apportioned across abutting property owners.

It allows for the improvement of Sinclair Street South to be completed within the financial limits of Council's Capital Works Program.

**Attachments**

1. Schedule
2. Scheme Boundary Plan
3. Preliminary Cost Estimate
4. Cost Benefit Calculation

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

***Resolve with respect to the construction of the unsealed pavement of Sinclair Street South, Elliminyt, to declare a Special Charge Scheme for the construction of these works such that:***

- (a) The construction of a sealed pavement and associated works will be of special benefit to properties described in paragraph (e) and shown on the attached plan by way of:***
  - Improved property access;***
  - Improved road safety; and***
  - Improved amenity of the area.***
- (b) A special charge be declared for the period commencing on 1 July 2010 and in accordance with the Local Government Act 1989.***
- (c) A special charge scheme be declared for defraying any expenses in relation to the pavement construction of Sinclair Street South, Elliminyt described in subsequent paragraphs of this resolution including expenses associated with:***
  - Construction of road pavement and two coat bitumen wearing course road seal; and***
  - Associated works.***

**(d) The following be described as the area for which the special charge is declared:**

- **The unsealed pavement of Sinclair Street South, Elliminyt between Pound Road and Irrewillipe Road for a length of approximately 830m and applying to properties described in paragraph (e).**

**(e) The following be declared as the land in relation to which the special charge is so declared:**

|                                  |                                          |
|----------------------------------|------------------------------------------|
| <b>194 Sinclair Street South</b> | <b>CA 24 Section A</b>                   |
| <b>200 Sinclair Street South</b> | <b>CA 23 Section A</b>                   |
| <b>204 Sinclair Street South</b> | <b>Lot 1 LP71879 CA Pt.22 Section A</b>  |
| <b>208 Sinclair Street South</b> | <b>Lot 2 LP71879 CA Pt.22 Section A</b>  |
| <b>212 Sinclair Street South</b> | <b>CA 21 Section A</b>                   |
| <b>218 Sinclair Street South</b> | <b>CA 20 Section A</b>                   |
| <b>222 Sinclair Street South</b> | <b>Lot 1 TP587211W</b>                   |
| <b>226 Sinclair Street South</b> | <b>CP160454</b>                          |
| <b>232 Sinclair Street South</b> | <b>CA 1 Section H</b>                    |
| <b>238 Sinclair Street South</b> | <b>Lot 1 TP779415</b>                    |
| <b>246 Sinclair Street South</b> | <b>Lot 1 PS 513219K (CA 6 Section H)</b> |
| <b>275 Sinclair Street South</b> | <b>Lot 2 PS510563K</b>                   |
| <b>285 Sinclair Street South</b> | <b>Lot 2 LP308326D</b>                   |
| <b>295 Sinclair Street South</b> | <b>Lot 2 PS523188</b>                    |
| <b>303 Sinclair Street South</b> | <b>CA 12 Section K</b>                   |
| <b>313 Sinclair Street South</b> | <b>CA 13 Section K</b>                   |
| <b>323 Sinclair Street South</b> | <b>CA 14 &amp; 15 Section K</b>          |
| <b>232 Pound Road</b>            | <b>CA Pt.26 Section A</b>                |
| <b>248 Pound Road</b>            | <b>Lot 3 PS517162R</b>                   |
| <b>200 Cants Road</b>            | <b>PC366956</b>                          |
| <b>120 Irrewillipe Road</b>      | <b>CA 10 Section H</b>                   |

**(f) The following be specified as the criteria which forms the basis of the special charge so declared:**

- **Ownership of the land described in paragraph (e) of the recommendation.**

**(g) The following be specified as the manner in which the special charge so declared be assessed and levied:**

- **The unit of assessment is one (1) benefit unit. The unit benefit equates to an estimated \$8,656.47.**

**(h) Having regard to the proceeding parts of this Resolution but subject to Section 166(1)(b) of the Local Government Act 1989:**

- it can be confirmed that the owner of each rateable land described in Column 1 of the Schedule will therefore be liable for the respective amounts set out in Column 2 of the Schedule; and**
- it be recorded that each owner may, subject to Section 167(4) of the Local Government Act 1989 and any further Resolution of Council pay the special charge in the following manner.**

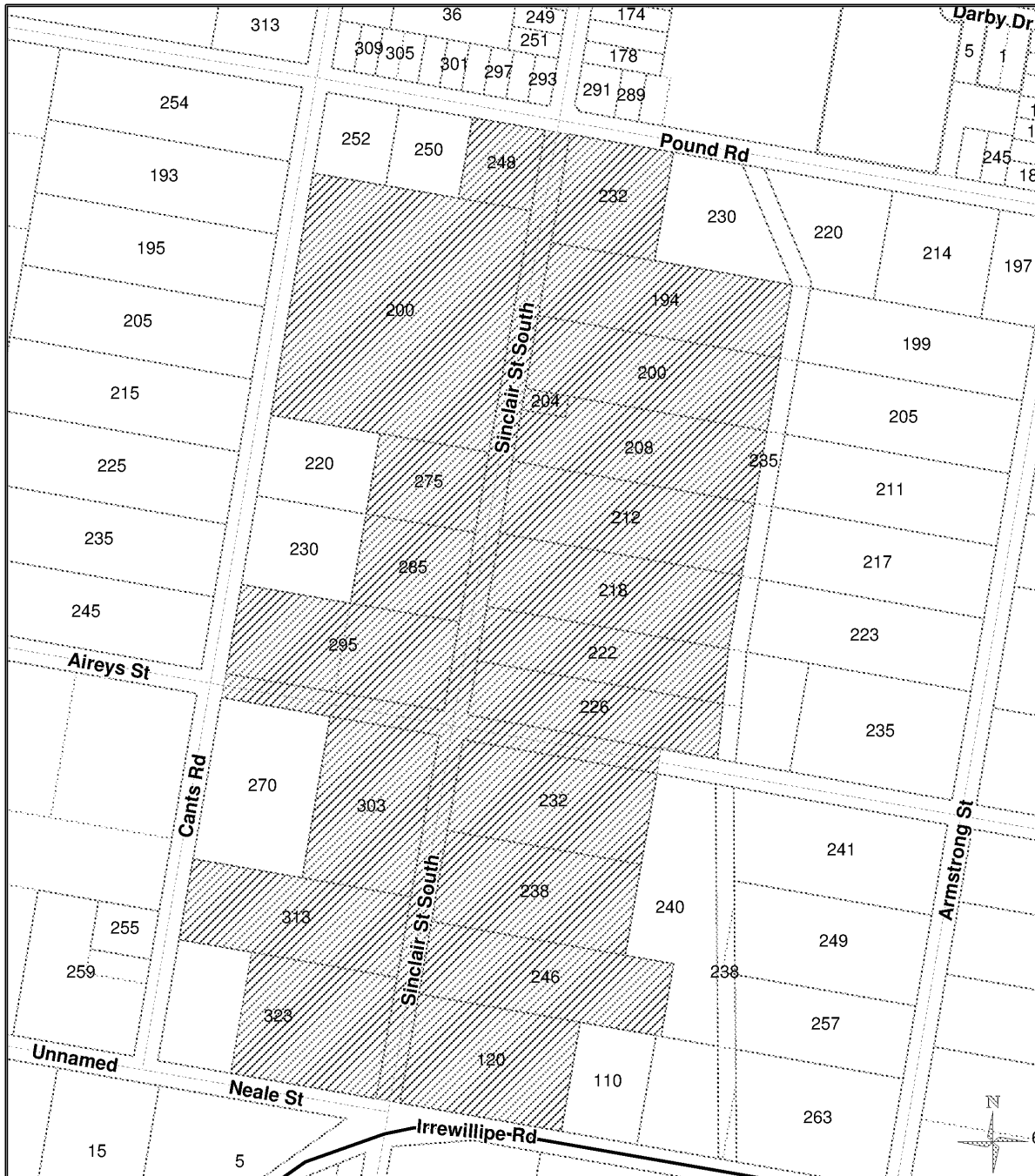
- Payment of quarterly instalments (commencing within one calendar month of the issue of the notice requesting payment) over 4 years with interest paid on the remaining principal at the**

***Council overdraft rate and that a penalty interest rate be applied to late instalment repayments only; or***

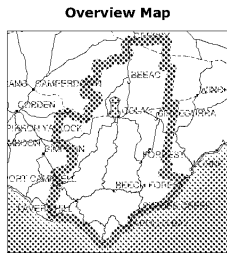
- (b) Payment by lump sum to be paid within one calendar month of the issue of notice requesting payment.***
  
- (j) It be recorded that, subject to Section 163B and 166(1)(b) of the Local Government Act 1989, Council proposes to use the money from the special charge so declared in the manner set out in the "Estimate" annexed to this resolution.***
  
- (k) That Council allocates \$90,050 as its portion to the Special Charge Scheme in the Capital Works Program for consideration in the 2010/11 budget process.***
  
- (l) The total cost of the project is estimated to cost \$283,000, of which 65% of the total project cost, being an estimated \$183,500, will be apportioned across the 20 rateable properties within the scheme. The remaining 35% of the total project cost, being an estimated \$99,050, will be funded by Council.***

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| Schedule | | | |
|---------------------------|--|----------------------|---------------------|
| Address | Property | Benefit Units | Cost |
| 194 Sinclair Street South | C/A 24 Section A | 1 | \$8,361.36 |
| 200 Sinclair Street South | C/A 23 Section A | 1 | \$8,361.36 |
| 204 Sinclair Street South | Lot 1 LP71879 C/A Pt.22 Section A | 1 | \$8,361.36 |
| 208 Sinclair Street South | Lot 2 LP71879 C/A Pt.22 Section A | 1 | \$8,361.36 |
| 212 Sinclair Street South | C/A 21 Section A | 1 | \$8,361.36 |
| 218 Sinclair Street South | C/A 20 Section A | 0 | \$0.00 |
| 222 Sinclair Street South | Lot 1 TP587211W | 1 | \$8,361.36 |
| 226 Sinclair Street South | CP160454 | 1 | \$8,361.36 |
| 232 Sinclair Street South | C/A 1 Section H | 1 | \$8,361.36 |
| 238 Sinclair Street South | Lot 1 TP779415 | 1 | \$8,361.36 |
| 246 Sinclair Street South | Lot 1 PS 513219K (C/A 6 Section H) | 1 | \$8,361.36 |
| 275 Sinclair Street South | Lot 2 PS510563K | 1 | \$8,361.36 |
| 285 Sinclair Street South | Lot 2 LP308326D | 1 | \$8,361.36 |
| 295 Sinclair Street South | Lots 1 & 2 PS523188 (Includes 240 Cants Road, Elliminyt) | 1 | \$8,361.36 |
| 303 Sinclair Street South | C/A 12 Section K | 1 | \$8,361.36 |
| 313 Sinclair Street South | C/A 13 Section K | 1 | \$8,361.36 |
| 323 Sinclair Street South | C/A 14 & 15 Section K | 1 | \$8,361.36 |
| 232 Pound Road | C/A Pt.26 Section A | 1 | \$8,361.36 |
| 248 Pound Road | Lot 3 PS517162R | 1 | \$8,361.36 |
| 200 Cants Road | PC366956 | 3 | \$25,084.09 |
| 120 Irrewillipe Road | C/A 10 Section H | 1 | \$8,361.36 |
| Total | | 22 | \$183,950.00 |



Sinclair St Sth - Special Charge Scheme



| PROPERTY | | LEGEND | |
|----------------------------|------------------|--------|---------------------|
| | Parcel | | Assessment/Property |
| | Proposed Parcels | | Road Polygons |
| | Crown Land | | Road |
| Road Infrastructure | | | |
| | level crossing | | gate |
| | ford | | bridge |

MAP SCALE = 1 : 4507

Cadastral Information from Land Victoria,
 Department of Sustainability & Environment.

Disclaimer Note

Colac-Otway Shire Council (the Council) does not warrant or represent that the above information is free from errors or omissions. A person using the information should conduct independent enquiries to verify the accuracy of the information.

To the extent permitted by law, the Council, its employees and agents shall have no liability (including liability by reason of negligence) to any person for any loss, damage, cost or expense incurred or arising as a result of any information, whether by reason of any error, omission or misrepresentation in the information or for any action taken by any person in reliance upon the information.



Printed: 12/08/2009

Check Estimate - Sep 09

PROJECT DESCRIPTION :
Sinclair Street, Elliminyt

DATE : Aug-09

Street Construction - Provide a 6.2m wide seal with 1.5m wide crushed rock shoulders
- Open drains to remain - minor works at Airey St
- Does not include Intersection upgrade at Irrewillipe rd

| ITEM | DESCRIPTION | QUANTITY | UNIT | RATE
\$ | AMOUNT
\$ |
|-------------|---|----------|-------------------|------------|--------------|
| 1.00 | GENERAL | | | | |
| 1.01 | Initial site establishment and set up including traffic management during construction, decamping and site cleanup and other fixed costs up to time of completion of works. | | ITEM | | \$10,000 |
| 2.00 | EARTHWORKS & DEMOLITION | | | | |
| 2.01 | Digout soft spots and replace with 40mm Class 3 FCR | 50 | m3 | \$100.00 | \$5,000 |
| 3.00 | PAVEMENT WORKS | | | | |
| 3.01 | Trim shape and compact existing road | | | | |
| 3.02 | 150mm compacted depth Class 2 20mm crushed rock, supplied, (spread 9.2mwide) | 7636 | m2 | \$2.50 | \$19,090 |
| 3.03 | 150mm compacted depth Class 2 20mm crushed rock, spread, trimmed to shape and compacted.(spread 9.2mwide) | 1145.4 | (compacted)
m3 | \$66.00 | \$75,596 |
| 3.06 | 6.2m wide, 7mm Primer Seal, supplied and placed. | 7636 | m2 | \$3.00 | \$22,908 |
| 3.07 | 6.2m wide, 10mm Final seal supplied and placed. | 5146 | m2 | \$4.50 | \$23,157 |
| 4.00 | SERVICES | | | | |
| 4.01 | Alteration to services | | Item | | \$2,000 |
| 5.00 | DRAINAGE | | | | |
| 5.01 | Clean out and maintain existing table drains including removal and disposal of excess material as required | 1650 | m | \$10.00 | \$16,500 |
| 7.00 | LANDSCAPING | | | | |
| 7.01 | Repairs to nature strips | | ITEM | | \$4,000 |
| 8.00 | SIGNING, LINE-MARKING, FENCING AND LIGHTING | | | | |
| 8.01 | Erection of permanent signs and posts. | 4 | No | \$150.00 | \$600 |
| 8.02 | Line-marking | | ITEM | | \$2,000 |

| | |
|--------------------------|------------------|
| SUB-TOTAL | \$204,008 |
| 20% CONTINGENCIES | \$40,802 |
| TOTAL | \$244,810 |

| | |
|-----------------------------------|------------------|
| EST. DETAILED DESIGN COSTS | \$24,500 |
| EST. SCHEME ADMIN COSTS | \$7,300 |
| EST. CONTRACT ADMIN COSTS | \$6,390 |
| GRAND TOTAL | \$283,000 |

| | |
|---------------------------------------|------------------|
| Council Contribution - 35% | \$99,050 |
| Prop. Owner Contribution - 65% | \$183,950 |

CALCULATION OF BENEFIT RATIO FOR SINCLAIR ST SCS

Karingal 3 Access BU's and Large lot 3 Amenity BU's
 and 120 Irewillippe, 232 Pound Rd & 248 Pound Rd to have 0.5 Access units only

19 + 3 possible private properties = TSB(in) = 22 BU
 1 non rateable property = TSB(out) = 1 BU

Traffic
 Total Traffic Traffic Count
 Local property Traffic "14 residences *10 VPD 252 VPD
 Through Traffic (General Community) 112 112
 % 140/252 56%
 112/253 44%

| | | | |
|-------------------|--------------|--------------|--------------------------------|
| Access | 22 Priv Prop | Non Rateable | Total property access units |
| Access to 3 props | TSB(in) | TSB(out) | |
| Amenity | 50% * (19) | 1.5 | 11.75 |
| | 25% * (3) | 0.75 | Karingal Traffic 3 times other |
| | 50% * (22) | 11 | |
| | | 21.25 | |

21.15 Total access benefits
 44% Through Traffic
 9.306 Through traffic benefit units

Benefit ratio $\frac{TSB(in)}{TSB(in) + TSB(out) + TCB}$ $\frac{21.25}{21.25+2+9.306}$ 65% Council can charge residents this proportion of the total cost

Benefit Ratio calcs.xls -Kar3Traf,3 Its,3x0.5 Access

13/1/2009

OM102701-8 ROAD MANAGEMENT PLAN COMPLIANCE REPORT

| | | | |
|-------------|---------------------------|-----------|----------------------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN01710/RMPAct/Plan |

Purpose

The purpose of this report is to present to Council the Road Management Compliance Report which measures the performance of the road and footpath inspection and maintenance functions against the standards prescribed by Council's Road Management Plan.

Declaration of Interests

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

Background

The attached reports detail the performance of Council's road management systems and processes for the first quarter (1 July 2009 to 30 September 2009) of 2009-10.

Council Plan / Other Strategies / Policy

Performance and compliance is measured against the service levels as defined by the current version of Council's Road Management Plan.

Issues / Options

The attached compliance reports measure compliance levels and also detail some key issues relating to the ongoing management of Council's road and footpath assets.

Roads

Approximately 806-km of Council's municipal public roads were inspected during this reporting period. A total of 183 maintenance items requiring rectification were identified. The majority of these defects related to signage and roadside furniture, however there were also a number of trees with damaged limbs or which had limbs obscuring signs, etc which required attention.

A compliance rate of 99% has been achieved in terms of overall maintenance responsiveness.

Footpaths

Approximately 19km of Council footpaths were inspected during the reporting period. These included those footpaths categorised as 'High Use' within Colac and Elliminyt. All inspections for this period were completed in accordance with the adopted inspection schedules.

A total of 19 defects were identified through the course of this regime of routine inspections. All hazards and defects recognised as requiring rectification have been actioned or responded to within the nominated response times.

100% of all defects identified have been actioned and responded to within the required timeframes defined by Council's Road Management Plan.

Proposal

It is intended that Council receive this report for information.

Financial and Other Resource Implications

No financial implications are applicable at present. The service levels within the Road Management Plan have been aligned to match existing maintenance funding allocations. Emerging deterioration trends will need to be continually monitored to determine likely impacts on both future maintenance and capital budgets.

Risk Management & Compliance Issues

Council's objective of road management is to ensure that a safe and efficient road network is provided primarily for use by members of the public and is available for other appropriate uses.

Environmental and Climate Change Considerations

No environmental considerations are applicable.

Communication Strategy / Consultation

Road Management Plan compliance is also presented to Council's Audit Committee.

Implementation

The attached reports are presented to Council for information.

Conclusion

A high level of compliance in the delivery of road and footpath inspection and maintenance services has been maintained over this reporting period. The efforts of both Cosworks personnel and the Asset Inspection Officer in achieving this level of compliance are acknowledged.

Attachments

1. RMP Compliance Report (Roads)
2. RMP Compliance Report (Footpaths)

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

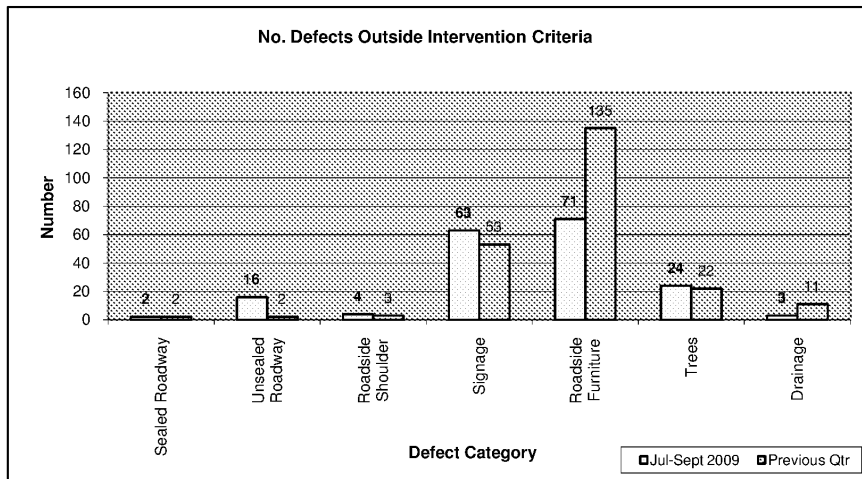
1. ***Receive the Road Management Plan Compliance Report for information.***

~~~~~\ ~~~~~

**INFRASTRUCTURE DEPARTMENT**  
 Mission: To effectively manage infrastructure and provide Best Value community services.

| <b>Road Management Plan Compliance Report</b> |                                     |
|-----------------------------------------------|-------------------------------------|
| <b>Asset Category:</b>                        | Roads                               |
| <b>Reporting for the Period:</b>              | 1st Quarter (July - September 2009) |
| <b>Inspections Completed By:</b>              | Kevin O'Gorman                      |
| <b>Report Prepared By:</b>                    | Adam Lehmann                        |

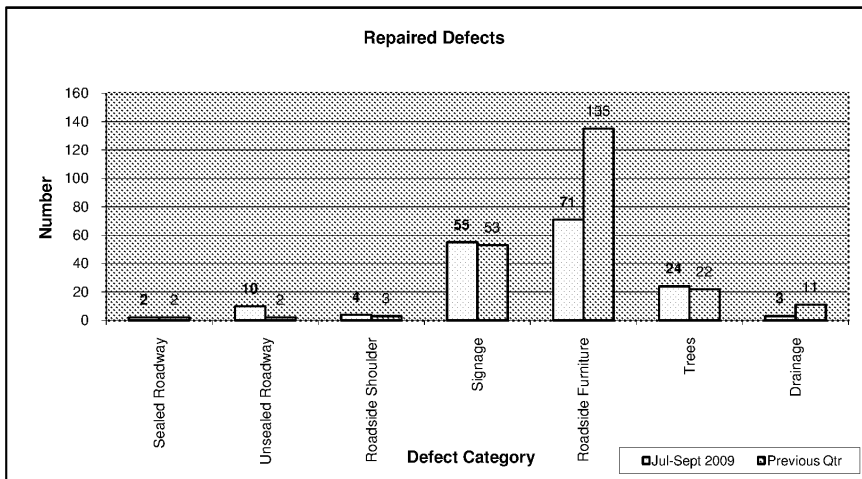
**No. of Defects Identified - Outside Intervention**



**Comments**

Approximately 806-km of Council's municipal public roads were inspected during this reporting period. A total of 183 maintenance items requiring rectification were identified. The majority of these defects related to signage and roadside furniture, however there were also a number of trees with damaged limbs or which had limbs obscuring signs, etc which required attention.

**No. of Defects Repaired - Outside Intervention**



**Comments**

All maintenance items identified have been addressed.

**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Inspection Performance Summary**

Proportion of routine inspections completed for Period to meet prescribed frequencies

| Hierarchy |            | Name            | Score |
|-----------|------------|-----------------|-------|
| Network   | Identifier |                 |       |
| Rural     | RL         | Rural Link      | 100%  |
|           | RC         | Rural Collector | 100%  |
|           | RA         | Rural Access    | 100%  |
| Urban     | UL         | Urban Link      | N/A   |
|           | UC         | Urban Collector | 100%  |
|           | UA         | Urban Access    | 100%  |

**Comments**

All routine road maintenance inspections nominated for the reporting period have been completed in accordance with the Road Management Plan.

**Maintenance Performance Summary**

Proportion of reported defects that have been actioned

| Defect Category    | Score |
|--------------------|-------|
| Sealed Roadway     | 100%  |
| Unsealed Roadway   | 63%   |
| Roadside Shoulder  | 100%  |
| Signage            | 87%   |
| Roadside Furniture | 100%  |
| Trees              | 100%  |
| Drainage           | 100%  |

Proportion of defects actioned within prescribed response times

| Defect Category    | Score |
|--------------------|-------|
| Drainage           | 100%  |
| Roadside Furniture | 100%  |
| Sealed Roadway     | 100%  |
| Signage            | 100%  |
| Trees              | 96%   |
| Unsealed Roadway   | 100%  |
| Roadside Shoulder  | 100%  |

**Comments**

There are a number of identified maintenance items have yet to be reported as completed (Signage - 8, Unsealed Roadway - 6). Officers will follow these up to ascertain the status of these items.

A compliance rate of 99% has been achieved in terms of overall maintenance responsiveness.

**Overall Comments**

A high level of compliance in the delivery of road inspection and maintenance services has been maintained over this reporting period. The efforts of both Cosworks personnel and the Asset Inspection Officer in achieving this level of compliance are acknowledged.

It should be noted that the delivered responses are measured against the revised version of Council's Road Management Plan which was adopted in June 2009.

**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Asset Inspection Regime - Roads (Current)**

| Asset Class                                                                      | Hierarchy       | Inspection Type, Frequency & Responsibility |                     |           |                                    |
|----------------------------------------------------------------------------------|-----------------|---------------------------------------------|---------------------|-----------|------------------------------------|
|                                                                                  |                 | Frequency                                   | Relevant Department | Frequency | 3rd Quarter (January - March 2009) |
| <b>Urban Road Network</b><br><small>* Includes sealed and unsealed roads</small> | Urban Link      | Not Applicable                              | Cosworks            | 3 years   | Infrastructure & Services          |
|                                                                                  | Urban Collector | 4 months                                    | Cosworks            | 3 years   | Infrastructure & Services          |
|                                                                                  | Urban Access    | 6 months                                    | Cosworks            | 3 years   | Infrastructure & Services          |
|                                                                                  | Urban Minor     | 2 years                                     | Cosworks            | 3 years   | Infrastructure & Services          |
| <b>Rural Road Network</b><br><small>* Includes sealed and unsealed roads</small> | Rural Link      | 3 months                                    | Cosworks            | 3 years   | Infrastructure & Services          |
|                                                                                  | Rural Collector | 4 months                                    | Cosworks            | 3 years   | Infrastructure & Services          |
|                                                                                  | Rural Access    | 12 months                                   | Cosworks            | 3 years   | Infrastructure & Services          |
|                                                                                  | Rural Minor     | 3 years                                     | Cosworks            | 3 years   | Infrastructure & Services          |

**Inspection Definitions**

**Routine Inspections**

Inspections undertaken in accordance with the formal inspection schedule to determine if road asset complies with the levels of service as specified by the Maintenance Performance Criteria.

Identified defects are rated against the standards adopted for routine maintenance works on the asset. These performance standards indicate the magnitude of the undesirable condition for each defect requiring remedial action.

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

In addition, a notation is recorded of any road/asset inspected where no defect was apparent under the specific rigour of the inspection.

**Condition Inspections**

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

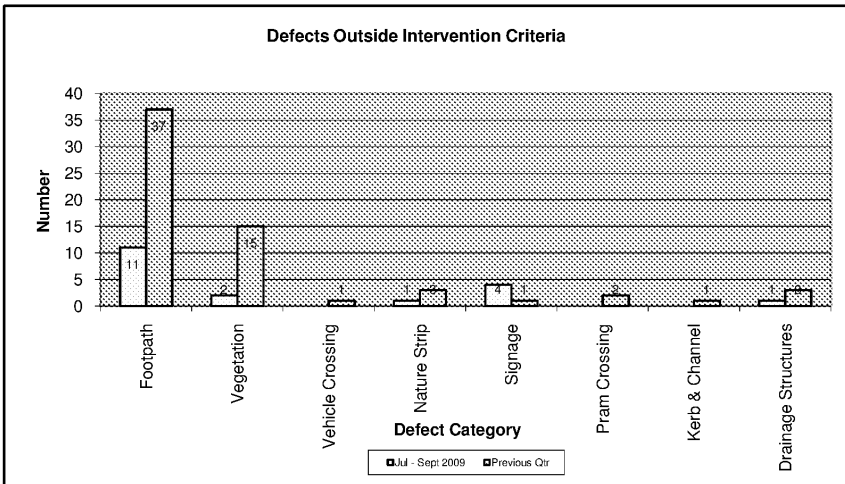
The condition inspection process must also meet the requirements for accounting regulations and asset management.

Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action and is used in the development of relevant programs of rehabilitation or renewal works.

**INFRASTRUCTURE DEPARTMENT**  
 Mission: To effectively manage infrastructure and provide Best Value community services.

| <b>Road Management Plan Compliance Report</b> |                                     |
|-----------------------------------------------|-------------------------------------|
| <b>Asset Category:</b>                        | Footpaths                           |
| <b>Reporting for the Period:</b>              | 1st Quarter (July - September 2009) |
| <b>Inspections Completed By:</b>              | Kevin O'Gorman                      |
| <b>Report Prepared By:</b>                    | Adam Lehmann                        |

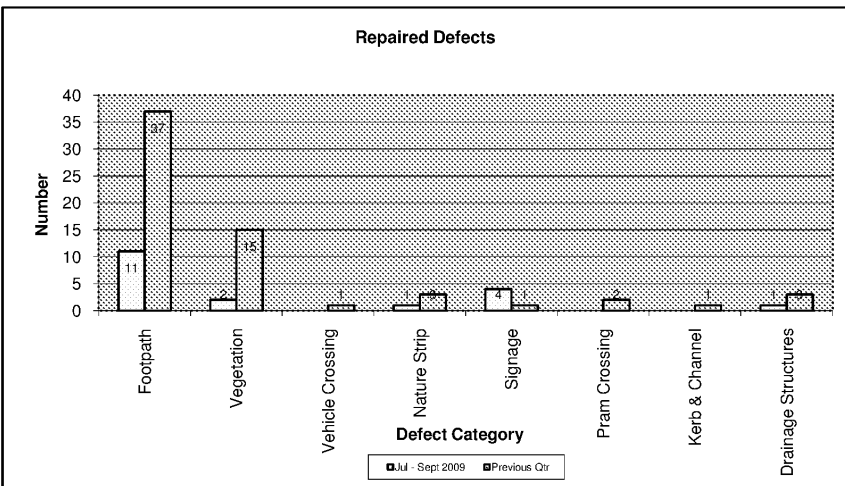
**No. of Defects Identified - Outside Intervention**



**Comments**

Approximately 19km of Council footpaths were inspected during the reporting period. These included those footpaths categorised as 'High Use' within Colac and Elliminyt. A total of 19 defects were identified.

**No. of Defects Repaired - Outside Intervention**



**Comments**

All identified defects have been responded to through either immediate action or other programmed works.



**INFRASTRUCTURE DEPARTMENT**

Mission: To effectively manage infrastructure and provide Best Value community services.

**Inspection Performance Summary**

Proportion of routine inspections completed for Period to meet prescribed frequencies

| Hierarchy Identifier | Name               | Score |
|----------------------|--------------------|-------|
| HR                   | High Risk Area     | 100%  |
| SR                   | Standard Risk Area | 100%  |
| LR                   | Low Risk Area      | N/A   |

**Comments**

All inspections were completed for this period in accordance with the adopted schedules.

**Maintenance Performance Summary**

Proportion of reported defects that have been actioned/repared

| Defect Category     | Score |
|---------------------|-------|
| Footpath            | 100%  |
| Vegetation          | 100%  |
| Vehicle Crossing    |       |
| Nature Strip        | 100%  |
| Signage             | 100%  |
| Pram Crossing       |       |
| Kerb & Channel      |       |
| Drainage Structures | 100%  |

Proportion of defects actioned within prescribed response times

| Defect Category     | Score |
|---------------------|-------|
| Footpath            | 100%  |
| Vegetation          | 100%  |
| Vehicle Crossing    |       |
| Nature Strip        | 100%  |
| Signage             | 100%  |
| Pram Crossing       |       |
| Kerb & Channel      |       |
| Drainage Structures | 100%  |

**Comments**

100% of all defects identified have been responded to within the nominated timeframes. It should be noted that the delivered responses are measured against the revised version of Council's Road Management Plan which was adopted in June 2009.

**Overall Comments**

A high level of compliance has been achieved with the standards of Council's Road Management Plan in relation to our proactive systems for the inspection and maintenance of the footpath network.

**INFRASTRUCTURE DEPARTMENT**  
Mission: To effectively manage infrastructure and provide Best Value community services.

**Asset Inspection Regime - Footpaths**

| Asset Class | Hierarchy          | Inspection Type, Frequency & Responsibility |                     |               |                           |
|-------------|--------------------|---------------------------------------------|---------------------|---------------|---------------------------|
|             |                    | Routine                                     | Relevant Department | Condition     | Relevant Department       |
| Footpath    | High Risk Area     | 6 months                                    | Cosworks            | 2 years       | Infrastructure & Services |
|             | Standard Risk Area | 12 months                                   | Cosworks            | 2 years       | Infrastructure & Services |
|             | Low Risk Area      | Request Inspection                          | Cosworks            | No Inspection | Not Applicable            |

**Inspection Definitions**

**Routine Inspections**

Inspections undertaken in accordance with the formal inspection schedule to determine if road asset complies with the levels of service as specified by the Maintenance Performance Criteria.

Identified defects are rated against the standards adopted for routine maintenance works on the asset. These performance standards indicate the magnitude of the undesirable condition for each defect requiring remedial action.

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

In addition, a notation is recorded of any road/asset inspected where no defect was apparent under the specific rigour of the inspection.

**Condition Inspections**

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

The condition inspection process must also meet the requirements for accounting regulations and asset management.

Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action and is used in the development of relevant programs of rehabilitation or renewal works.

**OM102701-9****SPECIAL CHARGE SCHEME - ELLIMINYT NATURAL GAS**

|             |                           |           |                                               |
|-------------|---------------------------|-----------|-----------------------------------------------|
| AUTHOR:     | Paula Gardiner            | ENDORSED: | Neil Allen                                    |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN0007 Special Charge Scheme - Elliminyt Gas |

**Purpose**

This report outlines the final costs in relation to the provision of natural gas infrastructure to the Elliminyt area.

**Declaration of Interests**

Although an interest from an officer has been declared previously, the relationship is such that no interest is required to be declared under the *Local Government Act 1989* in the preparation of this report.

**Background**

The network boundary (the area of land that could be serviced by the network footprint) was defined, incorporating approximately 637 property titles (including businesses, developed and undeveloped allotments)

At the 22 August 2007 Council Meeting, Council resolved to declare a Special Charge Scheme for the provision of natural gas infrastructure to the Elliminyt area. Following the scheme declaration, all property owners affected by the scheme were notified, with one (1) property owner lodging objection with VCAT. At the VCAT hearing held on the 13<sup>th</sup> December 2007 the scheme was upheld with no variation.

Construction associated with the installation of the natural gas network commenced late March 2008, and reached practical completion in September 2008. Properties were advised by SP Aus Net that connection to the network could commence, at this time there are a significant number of properties reaping the benefits associated with natural gas.

During the construction phase, existing gas mains laid 'dead' by the developers of Scanlan Estate Stage 7 and 8 were tested for compliance. The mains located along Kevin Court, Acacia Close and Scanlan Drive were approved for connection, and as such removed from the overall costs associated with the project. During the development of the Special Charge Scheme, property owners along these streets were advised if the mains were approved, they would not be required to remain within the scheme boundary and thus not contribute to the cost of the works.

At the 26 May 2009 Council Meeting, Council resolved to declare their intention to vary the existing Special Charge Scheme for the provision of natural gas infrastructure to the Elliminyt area. The variation was required to ensure all new properties created by way of subdivision within the scheme boundary contribute to the scheme, and properties that had existing gas mains laid abutting their boundary are removed. As part of the variation, new properties included within the scheme boundary were able to make submissions to the proposal under Section 223 of the Local Government Act 1989, with the submission period closing Monday, 6 July 2009. At the close of submissions, one letter was received advising that a property had been sold, however no objections were received. As such, there was no requirement for the consideration of submissions by Council.

At the 22 July 2009 Council Meeting, Council resolved the declaration for the varied Special Charge Scheme. Following the declaration, properties involved with the variation were able to lodge submissions to VCAT. At the close of the submission period, no objections had been lodged with VCAT.

### **Council Plan / Other Strategies / Policy**

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

### **Issues / Options**

All associated works to complete the construction of the reticulated natural gas network in the Elliminyt area were originally estimated to cost \$1,242,360 million. Since the completion of the all works associated with the provision of a natural gas network, the actual costs were calculated to be \$871,164.

As part of the project, SP Ausnet committed to contribute \$200,000 towards the cost of installing the reticulated natural gas network. As a result the total actual costs associated with the Special Charge Scheme to be apportioned among the properties is \$671,164.

The project management, design and cost estimates were all managed by SPAusnet.

Since the original declaration of the Special Charge Scheme, Section 167(4) and (6) of the Local Government Act 1989 have been amended such that where an instalment payment option is provided by Council that the instalment plan must provide for instalments to be paid over a period of at least four (4) years. The original declaration allowed for payment of instalments over a two (2) year period. As such it is considered appropriate to extend the payment instalment option from two (2) years to four (4) to ensure alliance with the current Local Government Act 1989 requirements.

### **Proposal**

It is proposed to apportion the costs associated with the Special Charge Scheme across the rateable properties included within the Special Charge Scheme boundary, and extend the instalment payment option from two (2) years to four (4) years with quarterly instalments.

### **Financial and Other Resource Implications**

Council is required to make a financial contribution to the scheme due to the eight (8) properties owned by Council that are located within the network boundary, which equates to \$9,273.44.

This is also four (4) property titles located within the scheme boundary that are non rateable, and as such cannot be assigned a charge. The options available would either to seek a voluntarily contribution from the three properties, or for Council to cover that costs. The four property titles are the Elliminyt Public Hall, a Church and the Elliminyt Primary School.

As the non rateable properties are used by the wider community, it would seem appropriate that Council covers the costs that would normally have been assigned.

The project has been completed with the final costs as follows;

| <b>Description</b>          | <b>\$ Cost</b> |
|-----------------------------|----------------|
| Provision of gas mains      | \$839,616.00   |
| Design Costs                | \$12,000.00    |
| Less SP AusNet contribution | -\$200,000.00  |

| <b>Description</b>                 | <b>\$ Cost</b>        |
|------------------------------------|-----------------------|
| Scheme Administration (3%)         | \$19,548.48           |
| Total Project Cost                 | \$671,164.48          |
|                                    |                       |
| <b>Estimated Scheme Cost</b>       | <b>\$1,042,360.00</b> |
|                                    |                       |
| Variation                          | -\$371,195.52         |
| (as a %)                           | -35.61%               |
| Cost per property                  | \$1,159.18            |
| <b>Estimated cost per property</b> | <b>\$1,800.28</b>     |
|                                    |                       |
| Net Benefit Unit Decrease          | -\$641.10             |

The cost of the works associated with the Special Charge Scheme was 35.61% less than the estimated costs of construction. Therefore, the overall Benefit Unit cost has decreased by \$641.10. The cost apportioned to each property has decreased from an estimated \$1,800.28 to an actual cost of \$1,159.18.

The scheme costs apportioned to Council was calculated at \$21,603.36. Due to the cost savings, the total costs to be funded by Council associated with the provision of the natural gas network is \$13,910.16.

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

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

#### **Environmental and Climate Change Considerations**

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

#### **Communication Strategy / Consultation**

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

#### **Implementation**

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

#### **Conclusion**

The scheme has allowed for the provision of an alternate energy source within the Elliminyt area, which is cheap and more environmentally friendly than electricity, wood and LPG.

#### **Attachments**

Nil

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

1. ***Adopt the final costs for the provision of natural gas infrastructure to the Elliminyt area, as set out in this report;***
2. ***Apportion the final costs to properties within the scheme boundary as follows;***

| <b>Property Address</b> | <b>Property Description</b>       | <b>Property Titles</b> | <b>Costs</b> |
|-------------------------|-----------------------------------|------------------------|--------------|
| 1 Banksia Drive         | Lot 15 PS316697u                  | 1                      | \$ 1,159.18  |
| 2 Banksia Drive         | Lot 41 PS316697u                  | 1                      | \$ 1,159.18  |
| 3 Banksia Drive         | Lot 16 PS316697u                  | 1                      | \$ 1,159.18  |
| 4 Banksia Drive         | Lot 42 PS316697u                  | 1                      | \$ 1,159.18  |
| 5 Banksia Drive         | Lot 17 PS316697u                  | 1                      | \$ 1,159.18  |
| 7 Banksia Drive         | Lot 18 PS316697u                  | 1                      | \$ 1,159.18  |
| 9 Banksia Drive         | Lot 19 PS316697u                  | 1                      | \$ 1,159.18  |
| 1 Harris Road           | C/A 53 Section D                  | 1                      | \$ 1,159.18  |
| 3 Harris Road           | Lot 10 PS520883                   | 1                      | \$ 1,159.18  |
| 3a Harris Road          | Lots 5 & 6 PS520883               | 2                      | \$ 2,318.36  |
| 5 Harris Road           | Lot 9 PS520883                    | 1                      | \$ 1,159.18  |
| 9 Harris Road           | CP370264                          | 1                      | \$ 1,159.18  |
| 11 Harris Road          | Lot 4 PS520883                    | 1                      | \$ 1,159.18  |
| 12 Harris Road          | Lot 1 LP316697u C/P Pt.49         | 1                      | \$ 1,159.18  |
| 13 Harris Road          | Lot 3 PS520883                    | 1                      | \$ 1,159.18  |
| 15 Harris Road          | Lot 2 PS520883                    | 1                      | \$ 1,159.18  |
| 17 Harris Road          | Lot 1 PS520883                    | 1                      | \$ 1,159.18  |
| 18 Harris Road          | Lot 12 PS316697u                  | 1                      | \$ 1,159.18  |
| 19-21 Harris Road       | C/A 51 51a Section D              | 2                      | \$ 2,318.36  |
| 20 Harris Road          | Lot 1 LP97318 C/A Pt.49           | 1                      | \$ 1,159.18  |
| 22 Harris Road          | Lot 13 PS316697u                  | 1                      | \$ 1,159.18  |
| 23 Harris Road          | Lot 4 LP306778b                   | 1                      | \$ 1,159.18  |
| 24 Harris Road          | Lot 14 LP316697u                  | 1                      | \$ 1,159.18  |
| 25 Harris Road          | Recreation Reserve PS306678       | 1                      | \$ 1,159.18  |
| 26 Harris Road          | Lot 24 LP316697u                  | 1                      | \$ 1,159.18  |
| 27 Harris Road          | Lot 5 PS306778b                   | 1                      | \$ 1,159.18  |
| 28 Harris Road          | Lot 25 PS316697u                  | 1                      | \$ 1,159.18  |
| 29 Harris Road          | Lot 1 PS528464                    | 1                      | \$ 1,159.18  |
| 30 Harris Road          | Lot 26 PS316697u                  | 1                      | \$ 1,159.18  |
| 31 Harris Road          | Lot 1 LP64200 C/A Pt.25 Section D | 1                      | \$ 1,159.18  |
| 32 Harris Road          | CP362934I                         | 1                      | \$ 1,159.18  |
| 34 Harris Road          | Lot 29 PS316697u                  | 1                      | \$ 1,159.18  |
| 36 Harris Road          | Lot 30 PS316697u                  | 1                      | \$ 1,159.18  |
| 38 Harris Road          | Lot 31 PS316697u                  | 1                      | \$ 1,159.18  |
| 40 Harris Road          | Lot 32 PS316697u                  | 1                      | \$ 1,159.18  |
| 41 Harris Road          | Lot 9 LP40962 C/A Pt.30 Section C | 1                      | \$ 1,159.18  |
| 43 Harris Road          | Lot 8 LP40962 C/A Pt.30 Section C | 1                      | \$ 1,159.18  |
| 45 Harris Road          | Lot 7 LP40962 C/A Pt.30 Section C | 1                      | \$ 1,159.18  |
| 47 Harris Road          | Lot 6 LP40962 C/A Pt.30 Section C | 1                      | \$ 1,159.18  |
| 49 Harris Road          | Lot 5 LP40962 C/A Pt.30 Section C | 1                      | \$ 1,159.18  |
| 50 Harris Road          | Lots S10 PS316697u                | 1                      | \$ 1,159.18  |

|                   |                                            |   |    |          |
|-------------------|--------------------------------------------|---|----|----------|
| 51-53 Harris Road | Lots 3 & 4 LP40962 C/A Pt.29 Section C     | 2 | \$ | 2,318.36 |
| 55 Harris Road    | Lot 2 LP40962                              | 1 | \$ | 1,159.18 |
| 56 Harris Road    | Lot 6 LP11661 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 57 Harris Road    | Lot 1 LP40962 C/A Pt.29 Section C          | 1 | \$ | 1,159.18 |
| 58 Harris Road    | Lot 2 LP97687 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 59 Harris Road    | Lot 2 LP89903 C/A Pt.28 Section C          | 1 | \$ | 1,159.18 |
| 60 Harris Road    | Lot 1 LP97687 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 61 Harris Road    | Lot 1 LP13067 C/A Pt.28 Section C          | 1 | \$ | 1,159.18 |
| 61a Harris Road   | Lot 2 LP130367                             | 1 | \$ | 1,159.18 |
| 62 Harris Road    | Lot 2 PS612858                             | 1 | \$ | 1,159.18 |
| 63 Harris Road    | Lot 2 LP93572 C/A Pt.28 Section C          | 1 | \$ | 1,159.18 |
| 64 Harris Road    | Lot 1 PS612858                             | 1 | \$ | 1,159.18 |
| 65 Harris Road    | Lot 1 LP93572 C/A Pt.28 Section C          | 1 | \$ | 1,159.18 |
| 66 Harris Road    | Lot 8 LP51197 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 67 Harris Road    | Lot 18 LP131993                            | 1 | \$ | 1,159.18 |
| 68 Harris Road    | Lot 7 LP51197 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 69 Harris Road    | Lot 19 LP131993                            | 1 | \$ | 1,159.18 |
| 70 Harris Road    | Lot 6 LP51197                              | 1 | \$ | 1,159.18 |
| 71 Harris Road    | Lot 20 LP131993                            | 1 | \$ | 1,159.18 |
| 72 Harris Road    | Lot 5 LP51197 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 73 Harris Road    | Lot 1 LP327838r                            | 1 | \$ | 1,159.18 |
| 74 Harris Road    | Lot 4 LP51197 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 76 Harris Road    | Lot 3 LP51197                              | 1 | \$ | 1,159.18 |
| 77 Harris Road    | Lot 3 LP24166 C/A Pt.45 Section B          | 1 | \$ | 1,159.18 |
| 78 Harris Road    | Lot 9 LP51197 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 79 Harris Road    | Lot 2 LP24166 C/A Pt.45 Section B          | 1 | \$ | 1,159.18 |
| 80 Harris Road    | Lot 2 LP51197 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 81 Harris Road    | Lot 2 LP71955 C/A Pt.45 Section B          | 1 | \$ | 1,159.18 |
| 82 Harris Road    | Lot 1 LP51197 C/A Pt.48                    | 1 | \$ | 1,159.18 |
| 83 Harris Road    | Lot 1 LP305877e C/A Pt.45 Section B        | 1 | \$ | 1,159.18 |
| 84 Harris Road    | Lot 4 LP117616 C/A Pt.48                   | 1 | \$ | 1,159.18 |
| 85 Harris Road    | Lot 2 PS328372h                            | 1 | \$ | 1,159.18 |
| 86 Harris Road    | CP153488                                   | 1 | \$ | 1,159.18 |
| 87 Harris Road    | Lot 2 LP116399                             | 1 | \$ | 1,159.18 |
| 90 Harris Road    | Lot 1 LP117616 C/A Pt.48                   | 1 | \$ | 1,159.18 |
| 91 Harris Road    | Lots 1 & 6 LP83951                         | 2 | \$ | 2,318.36 |
| 92 Harris Road    | Lot 1 LP134184 & Lot 5 PS403926w           | 2 | \$ | 2,318.36 |
| 93 Harris Road    | Lot 2 LP201539 C/A Pt.47 Section B         | 1 | \$ | 1,159.18 |
| 93a Harris Road   | Lot 1 LP201539 C/A Pt.47 Section B         | 1 | \$ | 1,159.18 |
| 94 Harris Road    | Lots 3 & 4 PS403926                        | 2 | \$ | 2,318.36 |
| 95 Harris Road    | Lot 1 LP135971 C/A Pt.47 Section B         | 1 | \$ | 1,159.18 |
| 97 Harris Road    | Lot 2 LP65490 C/A Pt.48 Section B          | 1 | \$ | 1,159.18 |
| 99 Harris Road    | Lot 1 LP65490 C/A Pt.48 Section B          | 1 | \$ | 1,159.18 |
| 101 Harris Road   | Lot 2 LP129562 C/A Pt.49 Section B         | 1 | \$ | 1,159.18 |
| 101a Harris Road  | Lot 2 PS304699                             | 1 | \$ | 1,159.18 |
| 102 Harris Road   | Lots 1 & 2 PS403926w                       | 2 | \$ | 2,318.36 |
| 103 Harris Road   | Lot 1 LP304699 C/A Pt.49 Section B         | 1 | \$ | 1,159.18 |
| 104 Harris Road   | CP160630                                   | 1 | \$ | 1,159.18 |
| 105 Harris Road   | Lots 1 & Pt.3 LP151778 C/A Pt.51 Section B | 2 | \$ | 2,318.36 |
| 107 Harris Road   | Lot 1 Tp678155                             | 1 | \$ | 1,159.18 |
| 109 Harris Road   | Lot 1 LP75303                              | 1 | \$ | 1,159.18 |
| 111 Harris Road   | Lot 1 LP78182 Section B                    | 1 | \$ | 1,159.18 |
| 113 Harris Road   | Lot 2 LP78182                              | 1 | \$ | 1,159.18 |

|                          |                                        |   |    |          |
|--------------------------|----------------------------------------|---|----|----------|
| 115 Harris Road          | Lot 3 LP78182 Section B                | 1 | \$ | 1,159.18 |
| 117 Harris Road          | Lot 9 PS118720                         | 1 | \$ | 1,159.18 |
| 119 Harris Road          | Lot 8 LP118720                         | 1 | \$ | 1,159.18 |
| 121 Harris Road          | Lot 7 LP118720 Section B               | 1 | \$ | 1,159.18 |
| 123 Harris Road          | Lot 6 LP118720                         | 1 | \$ | 1,159.18 |
| 125-127 Harris Road      | LP118720                               | 1 | \$ | 1,159.18 |
| 122 Aireys Street        | C/A 34 Section C                       | 1 | \$ | 1,159.18 |
| 128 Aireys Street        | C/A 33 Section C                       | 1 | \$ | 1,159.18 |
| 129 Aireys Street        | C/A 10 Section C                       | 1 | \$ | 1,159.18 |
| 132 Aireys Street        | C/A 32 Section C                       | 1 | \$ | 1,159.18 |
| 133 Aireys Street        | C/A 9 Section C                        | 1 | \$ | 1,159.18 |
| 134-136 Aireys Street    | C/A 21 22 Pt.40 Pt.40a Pt.41 Section C | 2 | \$ | 2,318.36 |
| 135 Aireys Street        | C/A 8 Section C                        | 1 | \$ | 1,159.18 |
| 138 Aireys Street        | Lots 4 & 9 LP22161 C/A 20 & Pt.19      | 2 | \$ | 2,318.36 |
| 139 Aireys Street        | C/A 7 Section C                        | 1 | \$ | 1,159.18 |
| 142 Aireys Street        | Lot 8 LP31392 C/A Pt.19 Section C      | 1 | \$ | 1,159.18 |
| 144 Aireys Street        | Lot 7 LP31392 C/A Pt.19 Section C      | 1 | \$ | 1,159.18 |
| 146 Aireys Street        | Lot 6 LP31392                          | 1 | \$ | 1,159.18 |
| 148 Aireys Street        | Lot 5 LP31392 C/A Pt.19 Section C      | 1 | \$ | 1,159.18 |
| 150 Aireys Street        | Lot 4 LP31392                          | 1 | \$ | 1,159.18 |
| 152 Aireys Street        | Lot 4 LP34603                          | 1 | \$ | 1,159.18 |
| 154 Aireys Street        | Lot 5 LP34603                          | 1 | \$ | 1,159.18 |
| 155 Aireys Street        | Lot 3 PS523193                         | 1 | \$ | 1,159.18 |
| 156 Aireys Street        | Lot 6 LP34603                          | 1 | \$ | 1,159.18 |
| 158 Aireys Street        | Lot 7 LP34603                          | 1 | \$ | 1,159.18 |
| 159 Aireys Street        | Lot 2 PS523193                         | 1 | \$ | 1,159.18 |
| 160 Aireys Street        | Lot 8 LP34603                          | 1 | \$ | 1,159.18 |
| 162 Aireys Street        | Lot 9 LP34603                          | 1 | \$ | 1,159.18 |
| 164 Aireys Street        | Lot 10 LP34603                         | 1 | \$ | 1,159.18 |
| 166 Aireys Street        | Lot 11 LP34603                         | 1 | \$ | 1,159.18 |
| 167 Aireys Street        | Lot 1 PS523193                         | 1 | \$ | 1,159.18 |
| 168 Aireys Street        | Lot 12 LP34603                         | 1 | \$ | 1,159.18 |
| 177 Aireys Street        | Lot 2 PS436934m                        | 1 | \$ | 1,159.18 |
| 179 Aireys Street        | Lot 3 PS540212                         | 1 | \$ | 1,159.18 |
| 213 Aireys Street        | C/A 6 Section A                        | 1 | \$ | 1,159.18 |
| 214 Aireys Street        | C/A 33 Section A                       | 1 | \$ | 1,159.18 |
| 198-202 Armstrong Street | Lots 8 9 10 LP76726                    | 3 | \$ | 3,477.53 |
| 199 Armstrong Street     | C/A 12 Section A                       | 1 | \$ | 1,159.18 |
| 204 Armstrong Street     | Lot 11 LP76726 C/A Pt.10 Section A     | 1 | \$ | 1,159.18 |
| 205 Armstrong Street     | C/A 13 Section A                       | 1 | \$ | 1,159.18 |
| 206 Armstrong Street     | Lot 1 Tp533009v                        | 1 | \$ | 1,159.18 |
| 211 Armstrong Street     | C/A 14 Section A                       | 1 | \$ | 1,159.18 |
| 214 Armstrong Street     | C/A Pt. 8 Section A                    | 1 | \$ | 1,159.18 |
| 216 Armstrong Street     | C/A 7 Section A                        | 1 | \$ | 1,159.18 |
| 217 Armstrong Street     | C/A 15 Section A                       | 1 | \$ | 1,159.18 |
| 223 Armstrong Street     | C/A Pt.16 Section A                    | 1 | \$ | 1,159.18 |
| 235 Armstrong Street     | C/A 17 Section A                       | 1 | \$ | 1,159.18 |
| 241 Armstrong Street     | C/A Pt.2 Pt.3 Section H CP159037       | 1 | \$ | 1,159.18 |
| 244 Armstrong Street     | C/A 34 Section A                       | 1 | \$ | 1,159.18 |
| 249 Armstrong Street     | CP159036t C/A Pt.4 Section H           | 1 | \$ | 1,159.18 |
| 250 Armstrong Street     | C/A 35 Section A                       | 1 | \$ | 1,159.18 |
| 257 Armstrong Street     | C/A Pt.7 Section H                     | 1 | \$ | 1,159.18 |
| 263 Armstrong Street     | CP159035 & C/A Pt.8 Section H          | 1 | \$ | 1,159.18 |



|                       |                                          |   |    |          |
|-----------------------|------------------------------------------|---|----|----------|
| 122 Main Street       | C/A 6 Section C                          | 1 | \$ | 1,159.18 |
| 135-137 Main Street   | Lot 1 PS139828 & R1 PS139828             | 1 | \$ | 1,159.18 |
| 140 Main Street       | Lot 1 LP31392 C/A Pt.19 Section C        | 1 | \$ | 1,159.18 |
| 141 Main Street       | Lot 1 Tp100843 (Lot 1 LP34603)           | 1 | \$ | 1,159.18 |
| 1/142-144 Main Street | Lot 1 LP306772p (Unit 1)                 | 1 | \$ | 1,159.18 |
| 2/142-144 Main Street | Lot 2 LP306772 (Unit 2)                  | 1 | \$ | 1,159.18 |
| 3/142-144 Main Street | Lot 3 LP306772 (Unit 3)                  | 1 | \$ | 1,159.18 |
| 4/142-144 Main Street | Lot 4 LP306772 (Unit 4)                  | 1 | \$ | 1,159.18 |
| 5/142-144 Main Street | Lot 5 LP306772 (Unit 5)                  | 1 | \$ | 1,159.18 |
| 143 Main Street       | Lot 2 LP34603                            | 1 | \$ | 1,159.18 |
| 145 Main Street       | Lot 3 LP34603                            | 1 | \$ | 1,159.18 |
| 146 Main Street       | Lot 2 LP203168u                          | 1 | \$ | 1,159.18 |
| 1/147 Main Street     | Lots 1 & S2 LP306773                     | 1 | \$ | 1,159.18 |
| 2/147 Main Street     | Lot 2 LP306773                           | 1 | \$ | 1,159.18 |
| 3/147 Main Street     | Lot 3 LP306773                           | 1 | \$ | 1,159.18 |
| 4/147 Main Street     | Lot 4 LP306773                           | 1 | \$ | 1,159.18 |
| 148 Main Street       | Lot 1 LP203168u                          | 1 | \$ | 1,159.18 |
| 149 Main Street       | Lot 2 LP136376                           | 1 | \$ | 1,159.18 |
| 150 Main Street       | C/A Pt.19 Section C                      | 1 | \$ | 1,159.18 |
| 152 Main Street       | Lot 1 LP22161 C/A Pt.19a Section C       | 1 | \$ | 1,159.18 |
| 153 Main Street       | Tp457876 (CP169405)                      | 1 | \$ | 1,159.18 |
| 154 Main Street       | Lot 2 LP22161                            | 1 | \$ | 1,159.18 |
| 155 Main Street       | Lot 2 LP86874 C/A Pt.24 & 25 Section B   | 1 | \$ | 1,159.18 |
| 156 Main Street       | Lot 3 LP22161 C/A Pt.19a Section C       | 1 | \$ | 1,159.18 |
| 157 Main Street       | Lot 3 LP86874 Section B                  | 1 | \$ | 1,159.18 |
| 159 Main Street       | Lot 4 LP86874                            | 1 | \$ | 1,159.18 |
| 161 Main Street       | Lot 5 LP86874 Section B                  | 1 | \$ | 1,159.18 |
| 160 Main Street       | Lot 5 LP22161                            | 1 | \$ | 1,159.18 |
| 163 Main Street       | Lot 6 LP86874 Section B                  | 1 | \$ | 1,159.18 |
| 1/163a Main Street    | Unit 1 Rp7541                            | 1 | \$ | 1,159.18 |
| 2/163a Main Street    | Unit 2 Rp7541                            | 1 | \$ | 1,159.18 |
| 3/163a Main Street    | Unit 3 Rp7541                            | 1 | \$ | 1,159.18 |
| 164 Main Street       | Lot 1 Tp139236G                          | 1 | \$ | 1,159.18 |
| 166 Main Street       | Lot 7 LP22161 C/A Pt.19a Section C       | 1 | \$ | 1,159.18 |
| 167 Main Street       | Lots 1 & 2 PS609917                      | 1 | \$ | 1,159.18 |
| 168 Main Street       | C/A Pt.42 Section C                      | 1 | \$ | 1,159.18 |
| 169 Main Street       | Lot 7 & Pt.8 LP42112 C/A Pt.28 Section B | 1 | \$ | 1,159.18 |
| 170 Main Street       | C/A Pt.42 Section C & Lot 8 LP22161      | 2 | \$ | 2,318.36 |
| 171 Main Street       | Lot Pt.8 LP42112 C/A Pt.28 Section B     | 1 | \$ | 1,159.18 |
| 173 Main Street       | Lot 9 LP42112 C/A Pt.28 Section B        | 1 | \$ | 1,159.18 |
| 175 Main Street       | Lot 10 LP42112 C/A Pt.28 Section B       | 1 | \$ | 1,159.18 |
| 177 Main Street       | Lot 1 Tp408511 (C/A Pt.29 Section B)     | 1 | \$ | 1,159.18 |
| 179 Main Street       | C/A Pt.29 Section B                      | 1 | \$ | 1,159.18 |
| 181 Main Street       | C/A Pt.29 Section B                      | 1 | \$ | 1,159.18 |
| 182 Main Street       | Lot Pt.6 LP2522 C/A Pt.43 Section C      | 1 | \$ | 1,159.18 |
| 183 Main Street       | C/A Pt.29 Section B                      | 1 | \$ | 1,159.18 |
| 185 Main Street       | Lots 1 & 2 LP145192 C/A Pt.30 Section B  | 2 | \$ | 2,318.36 |
| 186 Main Street       | Lot Pt.4 LP2522 C/A Pt.43 Section C      | 1 | \$ | 1,159.18 |
| 187 Main Street       | Lot 1 LP145192 C/A Pt.30 Section B       | 1 | \$ | 1,159.18 |
| 188 Main Street       | Lot 3 LP2522 C/A Pt.43 Section C         | 1 | \$ | 1,159.18 |
| 189 Main Street       | C/A Pt.30 Section B                      | 1 | \$ | 1,159.18 |
| 190 Main Street       | Lot 2 LP2522 C/A Pt.43 Section C         | 1 | \$ | 1,159.18 |
| 1/191 Main Street     | Units 5 & 8 Sp029416d                    | 1 | \$ | 1,159.18 |
| 2/191 Main Street     | Units 1 & 4 Sp029416d                    | 1 | \$ | 1,159.18 |

|                        |                                        |   |    |          |
|------------------------|----------------------------------------|---|----|----------|
| 3/191 Main Street      | Units 9 & 10 Sp029416d                 | 1 | \$ | 1,159.18 |
| 192 Main Street        | Lot 1 LP2522 C/A Pt.43 Section C       | 1 | \$ | 1,159.18 |
| 193 Main Street        | Lot 2 LP42111                          | 1 | \$ | 1,159.18 |
| 194 Main Street        | Lot 1 LP13192                          | 1 | \$ | 1,159.18 |
| 195 Main Street        | Lot 3 LP42111                          | 1 | \$ | 1,159.18 |
| 196 Main Street        | Lot 2 LP131992                         | 1 | \$ | 1,159.18 |
| 198 Main Street        | Lot 3 LP131992                         | 1 | \$ | 1,159.18 |
| 200 Main Street        | Lot 4 LP131992                         | 1 | \$ | 1,159.18 |
| 204 Main Street        | Lot 6 LP131992 (Joiner Park)           | 1 | \$ | 1,159.18 |
| 206 Main Street        | Lot 30 LP131994                        | 1 | \$ | 1,159.18 |
| 208 Main Street        | Lot 29 LP131994                        | 1 | \$ | 1,159.18 |
| 235 Main Street        | South Colac Recreation                 | 1 | \$ | 1,159.18 |
| 2 Irrewillipe Road     | Lot 6 LP42112 C/A Pt.28 Section B      | 1 | \$ | 1,159.18 |
| 4 Irrewillipe Road     | Lot 5 LP42112                          | 1 | \$ | 1,159.18 |
| 5 Irrewillipe Road     | Lot 3 PS513223                         | 1 | \$ | 1,159.18 |
| 6 Irrewillipe Road     | Lot 4 LP42112 C/A Pt.28 Section B      | 1 | \$ | 1,159.18 |
| 7 Irrewillipe Road     | Lot 2 PS513223                         | 1 | \$ | 1,159.18 |
| 8 Irrewillipe Road     | C/A Pt.28a Section B (Lot 3 LP42112)   | 1 | \$ | 1,159.18 |
| 9-11 Irrewillipe Road  | Lot 1 PS513223u                        | 1 | \$ | 1,159.18 |
| 10 Irrewillipe Road    | Lot 2 LP42112 C/A Pt.28 Section B      | 1 | \$ | 1,159.18 |
| 12 Irrewillipe Road    | Lot 1 LP42112 C/A Pt.28 Section B      | 1 | \$ | 1,159.18 |
| 14-16 Irrewillipe Road | Lots 2 & 3 LP51773 C/A Pt.32 Section B | 2 | \$ | 2,318.36 |
| 15 Irrewillipe Road    | Lot 1 PS309192                         | 1 | \$ | 1,159.18 |
| 17 Irrewillipe Road    | Lot 2 PS449041g                        | 1 | \$ | 1,159.18 |
| 18-20 Irrewillipe Road | Lot 1 LP51773 C/A Pt.32 Section B      | 1 | \$ | 1,159.18 |
| 19 Irrewillipe Road    | Lot 1 PS449041g                        | 1 | \$ | 1,159.18 |
| 21 Irrewillipe Road    | Lot 1 LP305870u                        | 1 | \$ | 1,159.18 |
| 22 Irrewillipe Road    | C/A 33 Section B                       | 1 | \$ | 1,159.18 |
| 25 Irrewillipe Road    | Lot 5 PS531145                         | 1 | \$ | 1,159.18 |
| 30 Irrewillipe Road    | Lot 1 C/A Pt.34 Section B              | 1 | \$ | 1,159.18 |
| 31 Irrewillipe Road    | Lot 4 PS531145                         | 1 | \$ | 1,159.18 |
| 32 Irrewillipe Road    | Lot 8 LP81873 Section B                | 1 | \$ | 1,159.18 |
| 34-36 Irrewillipe Road | CP151976                               | 1 | \$ | 1,159.18 |
| 37 Irrewillipe Road    | Lot 3 PS531145l                        | 1 | \$ | 1,159.18 |
| 38 Irrewillipe Road    | Lot 5 LP81873                          | 1 | \$ | 1,159.18 |
| 40 Irrewillipe Road    | Lot 4 LP81873 Section B                | 1 | \$ | 1,159.18 |
| 42 Irrewillipe Road    | Lot 3 LP81873 Section B                | 1 | \$ | 1,159.18 |
| 43 Irrewillipe Road    | Lot 2 PS5311451                        | 1 | \$ | 1,159.18 |
| 43a Irrewillipe Road   | Lot 2 PS548437                         | 1 | \$ | 1,159.18 |
| 44 Irrewillipe Road    | Lot 2 LP81873 Section B                | 1 | \$ | 1,159.18 |
| 45 Irrewillipe Road    | Lot 1 PS536605                         | 1 | \$ | 1,159.18 |
| 46 Irrewillipe Road    | Lot 1 LP81873 Section B                | 1 | \$ | 1,159.18 |
| 48 Irrewillipe Road    | Lot 1 PS501660n                        | 1 | \$ | 1,159.18 |
| 55 Irrewillipe Road    | Lot 2 PS538350                         | 1 | \$ | 1,159.18 |
| 59 Irrewillipe Road    | Lot 1 PS538350                         | 1 | \$ | 1,159.18 |
| 60 Irrewillipe Road    | Lot 2 PS501660n (Eliminyt Pound)       | 1 | \$ | 1,159.18 |
| 61 Irrewillipe Road    | C/A 36 & 36a Section A                 | 2 | \$ | 2,318.36 |
| 260 Queen Street       | Lot 13 Tp564464                        | 1 | \$ | 1,159.18 |
| 262 Queen Street       | C/A 14 Section D                       | 1 | \$ | 1,159.18 |
| 265 Queen Street       | C/A 35 Section C                       | 1 | \$ | 1,159.18 |
| 275 Queen Street       | C/A 36 37 Section C                    | 2 | \$ | 2,318.36 |
| 280 Queen Street       | C/A 14a 14b 15 15a 16a 16b Section D   | 2 | \$ | 2,318.36 |
| 365 Queen Street       | Lot 1 PS448302k                        | 1 | \$ | 1,159.18 |
| 366 Queen Street       | C/A 18 18a Section D                   | 2 | \$ | 2,318.36 |

|                    |                                          |   |    |          |
|--------------------|------------------------------------------|---|----|----------|
| 371 Queen Street   | Lot 2 PS448302k                          | 1 | \$ | 1,159.18 |
| 374 Queen Street   | Lot 1 LP98619 C/A Pt.21 Section D        | 1 | \$ | 1,159.18 |
| 378 Queen Street   | Lot 2 LP34784 C/A Pt.31 Section D        | 1 | \$ | 1,159.18 |
| 1/379 Queen Street | Unit 1 Rp9366                            | 1 | \$ | 1,159.18 |
| 2/379 Queen Street | Unit 2 Rp9366                            | 1 | \$ | 1,159.18 |
| 3/379 Queen Street | Unit 3 Rp9366                            | 1 | \$ | 1,159.18 |
| 4/379 Queen Street | Unit 4 Rp9366                            | 1 | \$ | 1,159.18 |
| 5/379 Queen Street | Unit 5 Rp9366                            | 1 | \$ | 1,159.18 |
| 6/379 Queen Street | Unit 6 Rp9366                            | 1 | \$ | 1,159.18 |
| 7/379 Queen Street | Unit 7 Rp9366                            | 1 | \$ | 1,159.18 |
| 8/379 Queen Street | Unit 8 Rp9366                            | 1 | \$ | 1,159.18 |
| 382 Queen Street   | Lot 3 LP34784 C/A Pt.31 Section D        | 1 | \$ | 1,159.18 |
| 383 Queen Street   | Lots 3 4 LP85451 CP161686 Section C      | 1 | \$ | 1,159.18 |
| 384 Queen Street   | Lot 4 LP34784 C/A Pt.31 Section D        | 1 | \$ | 1,159.18 |
| 386 Queen Street   | Lot 5 LP34784 C/A Pt.31 Section D        | 1 | \$ | 1,159.18 |
| 387 Queen Street   | Lot 5 LP85451                            | 1 | \$ | 1,159.18 |
| 388 Queen Street   | Lot 6 LP34784 C/A Pt.31 Section D        | 1 | \$ | 1,159.18 |
| 389 Queen Street   | Lot 6 LP85451                            | 1 | \$ | 1,159.18 |
| 390 Queen Street   | Lot 7 LP34784 C/A Pt.31 Section D        | 1 | \$ | 1,159.18 |
| 391 Queen Street   | Lot 7 LP85451 Section C                  | 1 | \$ | 1,159.18 |
| 391a Queen Street  | Lot 8 LP85451                            | 1 | \$ | 1,159.18 |
| 393 Queen Street   | Lot 9 LP85451                            | 1 | \$ | 1,159.18 |
| 394 Queen Street   | Lot 8 LP34784 C/A Pt.31 Section D        | 1 | \$ | 1,159.18 |
| 395 Queen Street   | Lots 10 11 LP85451 Section C             | 2 | \$ | 2,318.36 |
| 396 Queen Street   | Lot 1 Tp086368                           | 1 | \$ | 1,159.18 |
| 397 Queen Street   | Lot 12 LP85451                           | 1 | \$ | 1,159.18 |
| 398 Queen Street   | Lots 10 & 11 LP34784 C/A Pt.25 Section D | 2 | \$ | 2,318.36 |
| 2 Ballagh Street   | Lot 9 LP28478 C/A Pt.32a Section B       | 1 | \$ | 1,159.18 |
| 4 Ballagh Street   | CP164323I C/A Pt.32a Section B           | 1 | \$ | 1,159.18 |
| 7 Ballagh Street   | Lot Pt.4 LP42111                         | 1 | \$ | 1,159.18 |
| 8 Ballagh Street   | Lot 6 LP28478                            | 1 | \$ | 1,159.18 |
| 9 Ballagh Street   | Lot 8 LP129100 C/A Pt.31 Section B       | 1 | \$ | 1,159.18 |
| 10 Ballagh Street  | Lot 5 LP28478 C/A Pt.32a Section B       | 1 | \$ | 1,159.18 |
| 11 Ballagh Street  | Lot 7 LP129100                           | 1 | \$ | 1,159.18 |
| 12 Ballagh Street  | Lot 4 LP28478 C/A Pt.32a Section B       | 1 | \$ | 1,159.18 |
| 13 Ballagh Street  | Lot 6 LP129100 C/A Pt.31 Section B       | 1 | \$ | 1,159.18 |
| 14 Ballagh Street  | Lot 3 LP28478 C/A Pt.32a Section B       | 1 | \$ | 1,159.18 |
| 15 Ballagh Street  | Lot 5 LP129100 C/A Pt.31 Section B       | 1 | \$ | 1,159.18 |
| 16 Ballagh Street  | Lot 2 LP28478                            | 1 | \$ | 1,159.18 |
| 17 Ballagh Street  | Lot 4 LP129100 C/A Pt.31 Section B       | 1 | \$ | 1,159.18 |
| 17a Ballagh Street | Lot 3 LP129100 C/A Pt.31 Section B       | 1 | \$ | 1,159.18 |
| 18 Ballagh Street  | Lot 1 Tp615618                           | 1 | \$ | 1,159.18 |
| 19 Ballagh Street  | Lot 2 LP129100 C/A Pt.31 Section B       | 1 | \$ | 1,159.18 |
| 20 Ballagh Street  | Lot 1 PS540210                           | 1 | \$ | 1,159.18 |
| 20B Ballagh Street | Lot 2 PS540210                           | 1 | \$ | 1,159.18 |
| 21 Ballagh Street  | Lot 1 LP129100 C/A Pt.31 Section B       | 1 | \$ | 1,159.18 |
| 22 Ballagh Street  | Lot 4 PS506622u                          | 1 | \$ | 1,159.18 |
| 23 Ballagh Street  | Lot 5 PS543648                           | 1 | \$ | 1,159.18 |
| 24 Ballagh Street  | Lot 3 PS506622u                          | 1 | \$ | 1,159.18 |
| 25 Ballagh Street  | Lot 4 PS543648                           | 1 | \$ | 1,159.18 |
| 27 Ballagh Street  | Lot 3 PS546348                           | 1 | \$ | 1,159.18 |
| 28 Ballagh Street  | Lot 2 PS506622u                          | 1 | \$ | 1,159.18 |
| 29 Ballagh Street  | Lot 6 PS543648                           | 1 | \$ | 1,159.18 |
| 30 Ballagh Street  | Lot 1 PS506622u                          | 1 | \$ | 1,159.18 |

|                     |                            |   |    |          |
|---------------------|----------------------------|---|----|----------|
| 31 Ballagh Street   | Lot 2 PS543648             | 1 | \$ | 1,159.18 |
| 32 Ballagh Street   | Lot 1 PS609246             | 1 | \$ | 1,159.18 |
| 33 Ballagh Street   | Lot 1 PS543648             | 1 | \$ | 1,159.18 |
| 34 Ballagh Street   | Lot 2 PS609246             | 1 | \$ | 1,159.18 |
| 35 Ballagh Street   | C/A 37 Section B           | 1 | \$ | 1,159.18 |
| 36 Ballagh Street   | Lots 11 & 12 PS602561      | 2 | \$ | 2,318.36 |
| 38 Ballagh Street   | Lot 2 PS602561             | 1 | \$ | 1,159.18 |
| 40 Ballagh Street   | Lot 1 PS602561             | 1 | \$ | 1,159.18 |
| 47 Ballagh Street   | Lot 12 PS546963            | 1 | \$ | 1,159.18 |
| 49 Ballagh Street   | Lot 11 PS546963            | 1 | \$ | 1,159.18 |
| 51 Ballagh Street   | Lot 10 PS546963            | 1 | \$ | 1,159.18 |
| 1 Rose Drive        | Lot 43 PS316697u           | 1 | \$ | 1,159.18 |
| 2 Rose Drive        | Lot 40 PS316697u           | 1 | \$ | 1,159.18 |
| 3 Rose Drive        | Lot 44 PS316697u           | 1 | \$ | 1,159.18 |
| 4 Rose Drive        | Lot 39 PS316697u           | 1 | \$ | 1,159.18 |
| 5 Rose Drive        | Lot 45 PS316697u           | 1 | \$ | 1,159.18 |
| 6 Rose Drive        | Lot 38 PS316697u           | 1 | \$ | 1,159.18 |
| 7 Rose Drive        | Lot 46 PS316697u           | 1 | \$ | 1,159.18 |
| 8 Rose Drive        | Lot 37 PS316697u           | 1 | \$ | 1,159.18 |
| 9 Rose Drive        | Lot 47 PS316697u           | 1 | \$ | 1,159.18 |
| 10 Rose Drive       | Lot 36 PS316697u           | 1 | \$ | 1,159.18 |
| 11 Rose Drive       | Lot 48 PS316697u           | 1 | \$ | 1,159.18 |
| 12 Rose Drive       | Lot 35 PS 316697u          | 1 | \$ | 1,159.18 |
| 13 Rose Drive       | Lot 49 PS316697u           | 1 | \$ | 1,159.18 |
| 14 Rose Drive       | Lot 34 PS316697u           | 1 | \$ | 1,159.18 |
| 1/1 Garden Close    | Lot Pt.5 PS506622          | 1 | \$ | 1,159.18 |
| 2/1 Garden Close    | Lot Pt.5 PS506622          | 1 | \$ | 1,159.18 |
| 2 Garden Close      | Lot 25 PS506622u           | 1 | \$ | 1,159.18 |
| 3 Garden Close      | Lot 6 PS506622u            | 1 | \$ | 1,159.18 |
| 4 Garden Close      | Lot 24 PS506622u           | 1 | \$ | 1,159.18 |
| 5 Garden Close      | Lot 7 PS506622u            | 1 | \$ | 1,159.18 |
| 6 Garden Close      | Lot 23 PS506622            | 1 | \$ | 1,159.18 |
| 1/7 Garden Close    | Lot 1 PS544853             | 1 | \$ | 1,159.18 |
| 2/7 Garden Close    | Lot 2 PS544853             | 1 | \$ | 1,159.18 |
| 8 Garden Close      | Lot 22 PS506622u           | 1 | \$ | 1,159.18 |
| 9 Garden Close      | Lot 9 PS506622u            | 1 | \$ | 1,159.18 |
| 10 Garden Close     | Lot 21 PS 506622u          | 1 | \$ | 1,159.18 |
| 11 Garden Close     | Lot 10 PS506622u           | 1 | \$ | 1,159.18 |
| 12 Garden Close     | Lot 20 PS506622u           | 1 | \$ | 1,159.18 |
| 13 Garden Close     | Lot 11 PS506622            | 1 | \$ | 1,159.18 |
| 14 Garden Close     | Lot 19 PS506622u           | 1 | \$ | 1,159.18 |
| 15 Garden Close     | Lot 12 PS506622            | 1 | \$ | 1,159.18 |
| 16 Garden Close     | Lot 18 PS506622u           | 1 | \$ | 1,159.18 |
| 17 Garden Close     | Lot 13 PS506622            | 1 | \$ | 1,159.18 |
| 18 Garden Close     | Lot 17 PS506622            | 1 | \$ | 1,159.18 |
| 19 Garden Close     | Lot 14 PS506622u           | 1 | \$ | 1,159.18 |
| 20 Garden Close     | Lot 16 PS506622            | 1 | \$ | 1,159.18 |
| 21 Garden Close     | Lot 15 PS506622u           | 1 | \$ | 1,159.18 |
| 1 Callistemon Court | Lot 11 LP316697u C/P Pt.49 | 1 | \$ | 1,159.18 |
| 2 Callistemon Court | Lot 2 LP316697             | 1 | \$ | 1,159.18 |
| 3 Callistemon Court | Lot 10 LP316697u C/P Pt.49 | 1 | \$ | 1,159.18 |
| 4 Callistemon Court | Lot 3 LP316697             | 1 | \$ | 1,159.18 |
| 5 Callistemon Court | Lot 9 LP316697u C/P Pt.49  | 1 | \$ | 1,159.18 |
| 6 Callistemon Court | Lot 4 LP316697u C/P Pt.49  | 1 | \$ | 1,159.18 |

|                      |                                     |   |    |          |
|----------------------|-------------------------------------|---|----|----------|
| 7 Callistemon Court  | Lot 8 LP316697u C/P Pt.49           | 1 | \$ | 1,159.18 |
| 8 Callistemon Court  | Lot 5 LP316697u C/P Pt.49           | 1 | \$ | 1,159.18 |
| 9 Callistemon Court  | Lot 7 LP316697u C/P Pt.49           | 1 | \$ | 1,159.18 |
| 9a Callistemon Court | Recreation Reserve PS316697         | 1 | \$ | 1,159.18 |
| 10 Callistemon Court | Lot 6 LP316697c                     | 1 | \$ | 1,159.18 |
| 1 Buckland Court     | Lot 10 LP131994                     | 1 | \$ | 1,159.18 |
| 2 Buckland Court     | Lot 11 LP131994                     | 1 | \$ | 1,159.18 |
| 3 Buckland Court     | Lot 12 LP131994                     | 1 | \$ | 1,159.18 |
| 4 Buckland Court     | Lot 13 LP131994                     | 1 | \$ | 1,159.18 |
| 5 Buckland Court     | Lot 14 LP131994                     | 1 | \$ | 1,159.18 |
| 6 Buckland Court     | Lot 15 LP131994                     | 1 | \$ | 1,159.18 |
| 7 Buckland Court     | Lot 16 LP131994                     | 1 | \$ | 1,159.18 |
| 8 Buckland Court     | Lot 2 LP327838r                     | 1 | \$ | 1,159.18 |
| 9 Buckland Court     | Lot 22 LP131994                     | 1 | \$ | 1,159.18 |
| 10 Buckland Court    | Lot 23 LP131994                     | 1 | \$ | 1,159.18 |
| 11 Buckland Court    | Lot 24 LP131994                     | 1 | \$ | 1,159.18 |
| 12 Buckland Court    | Lot 25 LP131994                     | 1 | \$ | 1,159.18 |
| 13-14 Buckland Court | Lots 26 & 27 LP131994               | 2 | \$ | 2,318.36 |
| 15 Buckland Court    | Lot 28 LP131994                     | 1 | \$ | 1,159.18 |
| 16 Buckland Court    | Lot 34 LP131994                     | 1 | \$ | 1,159.18 |
| 17 Buckland Court    | Lot 33 LP131994                     | 1 | \$ | 1,159.18 |
| 76 Slater Street     | C/A 23 Section C                    | 1 | \$ | 1,159.18 |
| 80 Slater Street     | C/A 47 Section C                    | 1 | \$ | 1,159.18 |
| 82 Slater Street     | C/A 46 Section C                    | 1 | \$ | 1,159.18 |
| 84 Slater Street     | C/A 45 Section C                    | 1 | \$ | 1,159.18 |
| 96 Slater Street     | C/A 44 Section C                    | 1 | \$ | 1,159.18 |
| 98 Slater Street     | Lot 3 LP24157 C/A Pt.43 Section C   | 1 | \$ | 1,159.18 |
| 100 Slater Street    | Lot 2 LP24157 C/A Pt.43 Section C   | 1 | \$ | 1,159.18 |
| 102 Slater Street    | Lot 1 LP24157 & Lots 1 & 2 Tp706529 | 1 | \$ | 1,159.18 |
| 109 Slater Street    | C/A 38 Section C                    | 1 | \$ | 1,159.18 |
| 113 Slater Street    | C/A 39 Section C                    | 1 | \$ | 1,159.18 |
| 135 Slater Street    | C/A 55 & 56 Section C               | 2 | \$ | 2,318.36 |
| 5 Tulloh Street      | Lot 19 LP130909                     | 1 | \$ | 1,159.18 |
| 6 Tulloh Street      | Lot 1 LP203596w                     | 1 | \$ | 1,159.18 |
| 8 Tulloh Street      | Lot 13 LP50913 C/A Pt.29 Pt.29b     | 1 | \$ | 1,159.18 |
| 9-11 Tulloh Street   | Lots 17 18 LP130909                 | 2 | \$ | 2,318.36 |
| 10 Tulloh Street     | Lot 12 LP50913 Section D            | 1 | \$ | 1,159.18 |
| 12 Tulloh Street     | Lot 11 LP50913 C/A Pt.30 Section D  | 1 | \$ | 1,159.18 |
| 13 Tulloh Street     | Lot 16 LP130909                     | 1 | \$ | 1,159.18 |
| 14 Tulloh Street     | Lot 10 LP50913 C/A Pt.30 Section D  | 1 | \$ | 1,159.18 |
| 14a Tulloh Street    | Lot 3 LP306778b                     | 1 | \$ | 1,159.18 |
| 1/15 Tulloh Street   | Lot 1 LP305873                      | 1 | \$ | 1,159.18 |
| 2/15 Tulloh Street   | Lot 2 LP305873                      | 1 | \$ | 1,159.18 |
| 16 Tulloh Street     | Lot 9 LP50913                       | 1 | \$ | 1,159.18 |
| 17 Tulloh Street     | Lot 14 LP130909                     | 1 | \$ | 1,159.18 |
| 18 Tulloh Street     | Lot 8 LP50913 C/A Pt.30 Section D   | 1 | \$ | 1,159.18 |
| 19 Tulloh Street     | Lot 13 LP130909                     | 1 | \$ | 1,159.18 |
| 20 Tulloh Street     | Lot 7 LP50913 C/A Pt.30 Section D   | 1 | \$ | 1,159.18 |
| 21 Tulloh Street     | Lot 12 LP130909                     | 1 | \$ | 1,159.18 |
| 22 Tulloh Street     | Lot 6 LP50913                       | 1 | \$ | 1,159.18 |
| 23 Tulloh Street     | Lot 11 LP130909                     | 1 | \$ | 1,159.18 |
| 24 Tulloh Street     | Lot 5 LP50913                       | 1 | \$ | 1,159.18 |
| 25 Tulloh Street     | Lot 10 LP130909                     | 1 | \$ | 1,159.18 |
| 26 Tulloh Street     | Lot 4 LP50913                       | 1 | \$ | 1,159.18 |

|                     |                                         |   |    |          |
|---------------------|-----------------------------------------|---|----|----------|
| 27-29 Tulloh Street | Lots 8 9 20 LP130909                    | 3 | \$ | 3,477.53 |
| 30 Tulloh Street    | Lot 3 LP50913                           | 1 | \$ | 1,159.18 |
| 31 Tulloh Street    | Lot 7 LP130909                          | 1 | \$ | 1,159.18 |
| 32 Tulloh Street    | Lot 1 LP306778b & Lot 2 PS528464        | 2 | \$ | 2,318.36 |
| 33 Tulloh Street    | Lot 6 LP98619                           | 1 | \$ | 1,159.18 |
| 34 Tulloh Street    | Lot 1 LP50913                           | 1 | \$ | 1,159.18 |
| 35 Tulloh Street    | Lot 5 LP98619                           | 1 | \$ | 1,159.18 |
| 36 Tulloh Street    | Lot 1 LP34784                           | 1 | \$ | 1,159.18 |
| 37 Tulloh Street    | Lot 4 LP98619                           | 1 | \$ | 1,159.18 |
| 39 Tulloh Street    | Lot 3 LP98619                           | 1 | \$ | 1,159.18 |
| 40 Tulloh Street    | Lot 2 LP85451                           | 1 | \$ | 1,159.18 |
| 41 Tulloh Street    | Lot 2 LP98619                           | 1 | \$ | 1,159.18 |
| 42 Tulloh Street    | Lot 1 LP85451                           | 1 | \$ | 1,159.18 |
| 43 Tulloh Street    | Lot Pt.2 LP44379                        | 1 | \$ | 1,159.18 |
| 44 Tulloh Street    | Lot 3 LP44476                           | 1 | \$ | 1,159.18 |
| 45 Tulloh Street    | Lot Pt.2 LP44379                        | 1 | \$ | 1,159.18 |
| 46 Tulloh Street    | Lot 4 LP44476                           | 1 | \$ | 1,159.18 |
| 47 Tulloh Street    | Lot Pt.2 LP44379                        | 1 | \$ | 1,159.18 |
| 48 Tulloh Street    | Lot 5 LP44476 C/A Pt.53 Section C       | 1 | \$ | 1,159.18 |
| 49 Tulloh Street    | Lot Pt.3 LP44379 C/A Pt.54 Section C    | 1 | \$ | 1,159.18 |
| 50 Tulloh Street    | Lot 6 LP44476 C/A Pt.53 Section C       | 1 | \$ | 1,159.18 |
| 51 Tulloh Street    | Lot Pt.3 LP44379 C/A Pt.54 Section C    | 1 | \$ | 1,159.18 |
| 52 Tulloh Street    | Lot 1 LP131993                          | 1 | \$ | 1,159.18 |
| 53 Tulloh Street    | Lot 9 LP66759 C/A Pt.50 Section C       | 1 | \$ | 1,159.18 |
| 54 Tulloh Street    | Lots 2 3 LP131993                       | 1 | \$ | 1,159.18 |
| 55 Tulloh Street    | Lot 8 LP66759                           | 1 | \$ | 1,159.18 |
| 57 Tulloh Street    | Lot 7 LP66759 C/A Pt.48 Section C       | 1 | \$ | 1,159.18 |
| 57a Tulloh Street   | Lot 10 LP66759 C/A Pt.48 Section C      | 1 | \$ | 1,159.18 |
| 58 Tulloh Street    | Lot 4 LP131993                          | 1 | \$ | 1,159.18 |
| 59 Tulloh Street    | Lot 6 LP66759 Section C                 | 1 | \$ | 1,159.18 |
| 60 Tulloh Street    | Lot 5 LP131993                          | 1 | \$ | 1,159.18 |
| 61 Tulloh Street    | Lot 5 LP66759 C/A Pt.49 Section C       | 1 | \$ | 1,159.18 |
| 62 Tulloh Street    | Lot 6 LP131993                          | 1 | \$ | 1,159.18 |
| 63 Tulloh Street    | Lot 4 LP66759 C/A Pt.49 Section C       | 1 | \$ | 1,159.18 |
| 64 Tulloh Street    | Lot 7 LP131993                          | 1 | \$ | 1,159.18 |
| 65 Tulloh Street    | Lot 3 LP66759 C/A Pt.40 Pt.50 Section C | 1 | \$ | 1,159.18 |
| 66 Tulloh Street    | Lot 8 LP131993                          | 1 | \$ | 1,159.18 |
| 67 Tulloh Street    | Lot 2 LP66759 C/A Pt.50 Section C       | 1 | \$ | 1,159.18 |
| 68 Tulloh Street    | Lot 9 LP131993                          | 1 | \$ | 1,159.18 |
| 69 Tulloh Street    | Lot 1 LP66759 C/A Pt.50 Section C       | 1 | \$ | 1,159.18 |
| 70 Tulloh Street    | Lot 32 LP131994                         | 1 | \$ | 1,159.18 |
| 71 Tulloh Street    | Lot 5 LP131992                          | 1 | \$ | 1,159.18 |
| 72 Tulloh Street    | Lot 31 LP131994                         | 1 | \$ | 1,159.18 |
| 170 Hart Street     | C/A 20 Section B                        | 1 | \$ | 1,159.18 |
| 174 Hart Street     | Lot 1 PS548437                          | 1 | \$ | 1,159.18 |
| 180 Hart Street     | CP351708                                | 1 | \$ | 1,159.18 |
| 183 Hart Street     | Lot 2 PS536605                          | 1 | \$ | 1,159.18 |
| 184 Hart Street     | C/A Pt.35 Section B                     | 1 | \$ | 1,159.18 |
| 190 Hart Street     | Lot 1 PS546963                          | 1 | \$ | 1,159.18 |
| 192 Hart Street     | Lot 7 PS546963                          | 1 | \$ | 1,159.18 |
| 194 Hart Street     | Lot 8 PS546963                          | 1 | \$ | 1,159.18 |
| 225 Hart Street     | C/A 38a & Pt.38b Section A              | 1 | \$ | 1,159.18 |
| 2 Howarth Street    | Lot 1 LP71955                           | 1 | \$ | 1,159.18 |
| 4 Howarth Street    | Lot 2 LP305877e                         | 1 | \$ | 1,159.18 |

|                      |                                          |   |    |          |
|----------------------|------------------------------------------|---|----|----------|
| 6 Howarth Street     | Lot 1 PS328372h                          | 1 | \$ | 1,159.18 |
| 7 Howarth Street     | C/A 54 Section B (Apex Preschool Centre) | 1 | \$ | 1,159.18 |
| 8 Howarth Street     | Lot 1 LP116399 C/A Pt.45 Section B       | 1 | \$ | 1,159.18 |
| 9 Howarth Street     | Lot 6 LP81546 C/A Pt.44 Section B        | 1 | \$ | 1,159.18 |
| 11 Howarth Street    | Lot 5 LP81546                            | 1 | \$ | 1,159.18 |
| 12 Howarth Street    | Lots 4 & 5 LP83951 C/A Pt.46 Section B   | 2 | \$ | 2,318.36 |
| 13 Howarth Street    | Lot 4 LP81548 C/A Pt.44 Section B        | 1 | \$ | 1,159.18 |
| 15 Howarth Street    | CP108706 Section B                       | 1 | \$ | 1,159.18 |
| 16 Howarth Street    | CP106488                                 | 1 | \$ | 1,159.18 |
| 17 Howarth Street    | Lot 2 LP81548                            | 1 | \$ | 1,159.18 |
| 18 Howarth Street    | Lot 2 LP143599 C/A Pt.47 Section B       | 1 | \$ | 1,159.18 |
| 19 Howarth Street    | Lot 1 LP81548 C/A 43 Section B           | 1 | \$ | 1,159.18 |
| 20 Howarth Street    | Lot 1 LP143599 C/A Pt.47 Section B       | 1 | \$ | 1,159.18 |
| 21 Howarth Street    | CP365132j                                | 1 | \$ | 1,159.18 |
| 26 Howarth Street    | CP159713                                 | 1 | \$ | 1,159.18 |
| 27-29 Howarth Street | Lot 16 PS544845                          | 1 | \$ | 1,159.18 |
| 29 Howarth Street    | Lot 15 PS544845                          | 1 | \$ | 1,159.18 |
| 30 Howarth Street    | Lot 1 LP129562 C/A Pt.49 Section B       | 1 | \$ | 1,159.18 |
| 31 Howarth Street    | Lot 14 PS544845                          | 1 | \$ | 1,159.18 |
| 32 Howarth Street    | Lot 3 PS511733                           | 1 | \$ | 1,159.18 |
| 39 Howarth Street    | C/A 39 Section B                         | 1 | \$ | 1,159.18 |
| 25 Dowling Street    | Lot 1 Tp831739 (C/A 44 Section D)        | 1 | \$ | 1,159.18 |
| 37 Dowling Street    | Lot 6 PS434062g                          | 1 | \$ | 1,159.18 |
| 49 Dowling Street    | Lot 12 PS316694b                         | 1 | \$ | 1,159.18 |
| 51 Dowling Street    | Lot 13 PS316694b                         | 1 | \$ | 1,159.18 |
| 1-9 Beechy Court     | Lot A PS434062g                          | 1 | \$ | 1,159.18 |
| 2 Beechy Court       | Lot 11 PS316694b                         | 1 | \$ | 1,159.18 |
| 4 Beechy Court       | Lot 10 PS316694                          | 1 | \$ | 1,159.18 |
| 6 Beechy Court       | Lot 9 PS316694b                          | 1 | \$ | 1,159.18 |
| 8 Beechy Court       | Lot 8 PS316694b                          | 1 | \$ | 1,159.18 |
| 10 Beechy Court      | Lot 7 LP316694b                          | 1 | \$ | 1,159.18 |
| 11 Beechy Court      | Lot 1 PS436941q                          | 1 | \$ | 1,159.18 |
| 12 Beechy Court      | Lot 6 PS316694b                          | 1 | \$ | 1,159.18 |
| 13 Beechy Court      | Lot 2 PS436941q                          | 1 | \$ | 1,159.18 |
| 14 Beechy Court      | Lot 5 PS316694b                          | 1 | \$ | 1,159.18 |
| 15 Beechy Court      | Lot 3 PS436941q                          | 1 | \$ | 1,159.18 |
| 16 Beechy Court      | Lot 4 PS316694b                          | 1 | \$ | 1,159.18 |
| 18 Beechy Court      | Lot 3 PS316694b                          | 1 | \$ | 1,159.18 |
| 19 Beechy Court      | C/A 47 Section D                         | 1 | \$ | 1,159.18 |
| 20 Beechy Court      | Lot 2 PS316694b                          | 1 | \$ | 1,159.18 |
| 22 Beechy Court      | Lot 1 PS316694b                          | 1 | \$ | 1,159.18 |
| 1 Ricstan Court      | Lot 2 PS 546963                          | 1 | \$ | 1,159.18 |
| 2 Ricstan Court      | Lot 3 PS 546963                          | 1 | \$ | 1,159.18 |
| 3 Ricstan Court      | Lot 4 PS 546963                          | 1 | \$ | 1,159.18 |
| 4 Ricstan Court      | Lot 5 PS 546963                          | 1 | \$ | 1,159.18 |
| 5 Ricstan Court      | Lot 6 PS 546963                          | 1 | \$ | 1,159.18 |
| 2a Deloraine Court   | Lot 3 PS 602561                          | 1 | \$ | 1,159.18 |
| 4 Deloraine Court    | Lot 4 PS 602561                          | 1 | \$ | 1,159.18 |
| 5 Deloraine Court    | Lot 10 PS 602561                         | 1 | \$ | 1,159.18 |
| 6 Deloraine Court    | Lot 5 PS 602561                          | 1 | \$ | 1,159.18 |
| 7 Deloraine Court    | Lot 9 PS 602561                          | 1 | \$ | 1,159.18 |
| 8 Deloraine Court    | Lot 6 PS 602561                          | 1 | \$ | 1,159.18 |
| 9 Deloraine Court    | Lot 8 PS 602561                          | 1 | \$ | 1,159.18 |
| 10 Deloraine Court   | Lot 7 PS 602561                          | 1 | \$ | 1,159.18 |

|                   |                                         |            |           |                   |
|-------------------|-----------------------------------------|------------|-----------|-------------------|
| 2-8 Spring Street | Lot 1 & 2 LP60789 & C/A Pt.47 Section A | 2          | \$        | 2,318.36          |
| 10 Spring Street  | Lot 2 LP323564a                         | 1          | \$        | 1,159.18          |
| 11 Spring Street  | Lot 1 PS511733                          | 1          | \$        | 1,159.18          |
| 13 Spring Street  | Lot 2 PS511733                          | 1          | \$        | 1,159.18          |
| 15 Spring Street  | Lot 2 PS401776                          | 1          | \$        | 1,159.18          |
| 17 Spring Street  | Lot 3 LP99304                           | 1          | \$        | 1,159.18          |
| 19 Spring Street  | Lot 2 LP99304 C/A Pt.50 Section B       | 1          | \$        | 1,159.18          |
| 20 Spring Street  | C/A 43a Section A                       | 1          | \$        | 1,159.18          |
| 21 Spring Street  | Lot 1 LP99304 C/A Pt.50 Section B       | 1          | \$        | 1,159.18          |
| 23 Spring Street  | Lot 1 LP118320 Section B                | 1          | \$        | 1,159.18          |
| 25 Spring Street  | Lot 2 LP118720                          | 1          | \$        | 1,159.18          |
| 27 Spring Street  | Lot 5 LP78182 C/A Pt.53 Section B       | 1          | \$        | 1,159.18          |
| 28 Spring Street  | Lot 2 LP209232 C/A Pt.44a Section A     | 1          | \$        | 1,159.18          |
| 29 Spring Street  | Lots 3 & 4 LP118720                     | 2          | \$        | 2,318.36          |
| 30 Spring Street  | C/A 44a Section A                       | 1          | \$        | 1,159.18          |
| 32 Spring Street  | Lot 1 LP209232 C/A Pt.44a Section A     | 1          | \$        | 1,159.18          |
| 33 Spring Street  | Lot 5 LP118720 Section B                | 1          | \$        | 1,159.18          |
| 36 Spring Street  | Lot 1 LP60440 C/A Pt.46a Section A      | 1          | \$        | 1,159.18          |
| 38 Spring Street  | Lot 2 LP60440 Section A                 | 1          | \$        | 1,159.18          |
| 40 Spring Street  | Lot 3 LP60440                           | 1          | \$        | 1,159.18          |
| 42 Spring Street  | Lot 4 LP60440 Section A                 | 1          | \$        | 1,159.18          |
| 44 Spring Street  | Lot 5 LP60440 Section A                 | 1          | \$        | 1,159.18          |
| 46 Spring Street  | Lot 6 LP60440 Section A                 | 1          | \$        | 1,159.18          |
|                   | <b>Total</b>                            | <b>579</b> | <b>\$</b> | <b>671,164.00</b> |

3. ***Payment of the Special Charge Scheme levied on each property be paid by either of the following manner;***
  - (a) ***Payment of quarterly instalments (commencing within one calendar month of the issue of the notice requesting payment) over 4 years with interest paid on the remaining principal at the Council overdraft rate and that a penalty interest rate be applied to late instalment repayments only; or***
  - (b) ***Payment by lump sum to be paid within one calendar month of the issue of notice requesting payment.***
  
4. ***Notify effected property owners of the final costs levied against the properties within the scheme boundary.***

~~~~~\) ~~~~~


OM102701-10 LEASE AGREEMENT - 6 BLUNDY STREET, FORREST

| | | | |
|-------------|---------------------------|-----------|--------------------------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | 6 Blundy Street, Forrest |

Purpose

The purpose of this report is for Council to consider the proposal to enter into a lease agreement with Optus for the installation of mobile telecommunication facilities on Council owned property.

Declaration of Interests

No officer declared an interest under the *Local Government Act 1981* in the preparation of this report.

Background

This proposal was previously presented to Council at its Ordinary Meeting held on 25 November 2009. In order to improve mobile phone and broadband coverage to the Forrest area, Optus has identified that the site at the Forrest Council Works Depot located at 6 Blundy Street is suitable for the installation of telecommunication infrastructure.

The proposal is to use part of the Forrest Council Works Depot site to house a telecommunications base station, which includes the construction of a 45-metre high tower and ancillary equipment building. Council's existing 20-metre high monopole will be replaced by the new tower. Council's existing two-way radio transmission equipment will be mounted on the proposed tower by the proponent.

A planning permit for the proposed works was issued under delegated authority on 11 November 2009.

Council Plan / Other Strategies / Policy

This follows strategies as contained with the Council Plan 2009-13:

- Advocate for improved Infrastructure services, and utilities provided to our community by other organisations or levels of Government.

This proposal has considered the requirements of Council's 'Rental of Community Assets Policy'.

Issues / Options

The proposed facility will occupy an area of the land in the order of 114.75 sqm. The site is known as Part of CA 4 V3347, Folio 299, in Blundy Street Forest. Associated fencing and infrastructure will be installed by Optus.

The preferred option is that Council leases the subject area to Optus as it is considered that there will be no significant impacts to Council's business operations.

The alternative option is that Council does not agree to lease the subject site to Optus. Given the need to improve communications across areas of the municipality for emergency, business, and social connectedness it is recommended that Council not consider this option.

Proposal

That Council agrees to the terms and conditions of the lease and execute by signing and sealing.

The term of the proposed lease is twenty (20) years. The agreement can be terminated subject to satisfactory notice regarding break dates at each of the following:

- a) the date that is 15 years before the Date of Expiration if the Term exceeds 15 years;
- b) the date that is 10 years before the Date of Expiration if the Term exceeds 10 years;
and
- c) the date that is 5 years before the Date of Expiration if the Term exceeds 5 years.

Financial and Other Resource Implications

Financial benefits will accrue to Council from leasing of the land.

Council will receive a rental of \$8,000 per annum plus 3% annual increases during the term of the lease. The applicant will meet all lease costs.

Risk Management & Compliance Issues

All risk management and compliance issues are considered under the terms of the lease agreement.

Environmental and Climate Change Considerations

There are no environmental or climate change implications arising from this proposal.

Communication Strategy / Consultation

Council at its meeting of 25 November 2009 resolved to agree in principle to the terms of the draft lease and invite submissions in relation to the intention to enter into the lease. All submissions were to be considered in accordance with Section 223 of the *Local Government Act 1989*.

Submissions closed on 8 January, 2010. No submissions were received with respect to this matter.

Implementation

As no submissions have been received it is therefore now in order for Council to sign and seal the lease which will be forwarded to Minter Ellison Lawyers, whom are acting on behalf of Optus, for execution .

Conclusion

Optus' proposal to utilise Council land for the purposes of installing telecommunications facilities will improve mobile telephone and broadband coverage for residents and visitors to Forrest and surrounding areas.

In order to complete the lease agreement it is a requirement that the Seal of Council be affixed to this document.

Attachments

1. Ground Lease 6 Blundy Street Forrest
2. Press Release

Recommendation(s)

That Council resolves to:

- 1. Sign and seal two (2) copies of the “Ground Lease – 6 Blundy Street, Forest. Site code M8219” agreement between the Colac Otway Shire Council and Optus Mobile Pty Ltd for the occupation and erection of a communications tower in part of the Council Depot at 6 Blundy Street, Forrest (Part of CA 4 V3347, Folio 299); and***
- 2. Forward both copies of the lease agreement to Minter Ellison Lawyers for execution.***

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# Ground lease

6 Blundy Street, Forrest

Site code: M8219

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## Information table

### Date

### Parties

|                 |                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------|
| Name            | <b>Colac Otway Shire</b> (formerly known as The President Councillors and Ratepayers of the Shire of Otway)          |
| ABN             | 32 430 819 755                                                                                                       |
| Short form name | <b>Lessor</b>                                                                                                        |
| Notice details  | 2-6 Rae Street, Colac, VIC, 3250<br>Facsimile: (03) 5232 1046<br>Telephone: (03) 5232 9484<br>Attention: Adam Lehman |

|                 |                                                                                                                                                   |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Name            | <b>Optus Mobile Pty Limited</b> ACN 054 365 696                                                                                                   |
| Short form name | <b>Lessee</b>                                                                                                                                     |
| Notice details  | 1 Lyonpark Road, Macquarie Park, NSW, 2113<br>Facsimile: (02) 8082 1299<br>Telephone: (02) 8082 1620<br>Attention: Manager - Lease Administration |
| Site Code       | M8219                                                                                                                                             |

### Items

- Item 1
  - (a) **Premises (clause 1.1)**  
The part of the Land hatched in black on the plan in Annexure A being part of the property known as 6 Blundy Street, Forrest.
  - (b) **Land (clause 1.1)**  
The whole of the land comprised in certificate of title volume 3347 folio 299
- Item 2                   **Date of Commencement (clause 1.1)**  
1 January 2010
- Item 3                   **Date of Expiration (clause 1.1)**  
31 December 2029
- Item 4                   **Term (clause 1.1)**  
20 years





## Agreed terms

### 1. Defined terms & interpretation

#### 1.1 Defined terms

In the Lease:

**Break Date** means the date stated in Item 5.

**Business Day** means any day in the State which is not a Saturday, Sunday or Public Holiday.

**Date of Commencement** means the date stated in Item 2.

**Date of Expiration** means, subject to clause 4.2, the date stated in Item 3.

**Government Agency** means any government or any governmental, semi-government, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity.

**GST** means a goods and services tax or like tax payable by the Lessor in respect of a supply under the Lease.

**Information table** means the part of this document described as Information table.

**Item** means an item appearing in the Information table.

**Land** means the land described in Item 1(b).

**Lease** means the lease or tenancy that exists between the Lessor and the Lessee in relation to the Premises of whatever nature and whether at law or in equity as evidenced in whole or in part by this document.

**Lessee** includes the Lessee's successors and assigns or, if the Lessee is a natural person, its executors, administrators and assigns and in either case its employees, agents and contractors.

**Lessor** includes the Lessor's successors and assigns or, if the Lessor is a natural person, the Lessor's executors administrators and assigns and in either case the Lessor's employees, agents and contractors.

**Month** means calendar month.

**Premises** means the premises described in Item 1(a) being part of the Land.

**Related Body Corporate** where the Lessee is a holding company of another body corporate, a subsidiary of another body corporate or a subsidiary of a holding company of another body corporate means that other body corporate.

**Rent** means the amount stated in Item 6.

**Rent Commencement Date** means the earlier of:

- (a) the date the Lessee commences physical installation of the Lessee's equipment on the Premises; or
- (b) the date the Lessee identifies in a notice to the Lessor the Lessee's intention to commence physical installation of the Lessee's equipment on the Premises; or
- (c) the first anniversary of the Date of Commencement.

**State** means the State of the Commonwealth of Australia in which the Land is situated.

**Statute** means any statute, regulation, proclamation, ordinance or by-law of the Commonwealth of Australia or the State and includes all statutes, regulations, proclamations, ordinances or by-laws varying consolidating or replacing them and all regulations, proclamations, ordinances and by-laws issued under that statute.

**Term** means the term of the Lease set out in Item 4.

## 1.2 Interpretation

In the Lease, unless the context otherwise requires:

- (a) headings and underlinings are for convenience only and do not affect the interpretation of the Lease.
- (b) words importing the singular include the plural and vice versa.
- (c) words importing a gender include any gender.
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate and any Government Agency.
- (e) a reference to any thing includes a part of that thing.
- (f) a reference to a part, clause, party, information table, annexure, exhibit or schedule is a reference to a part and clause of and a party, information table, annexure, exhibit and schedule to the Lease.
- (g) where the day on or by which any thing is to be done is not a Business Day, that thing must be done on or by the next succeeding day which is a Business Day.
- (h) no rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of the Lease or any part of it.
- (i) a covenant or agreement on the part of two or more persons binds them jointly and severally.

## 2. Demise

The Lessor leases the Premises to the Lessee on the terms and conditions contained in the Lease.

## 3. Implied covenants and powers

### 3.1 Inclusion of implied covenants

Any covenants and powers implied in the Lease by any law apply to the extent they are consistent with the terms of the Lease.

### 3.2 Contravention of Statute - severance

Any provision of the Lease which is void, voidable, unenforceable or invalid because of any Statute must in any such case and to such extent be severed from the Lease, and the Lease must be read as though such provision did not form part of the Lease at that time.

## 4. Term of Lease and holding over

### 4.1 Term of the Lease

The Term commences on the Date of Commencement and expires on the Date of Expiration, subject to the provisions of the Lease.

**4.2 Termination on a Break Date**

If the Lessee gives the Lessor at least 6 months prior notice that it wishes to end the Term on a Break Date stated in the notice, that Break Date becomes the Date of Expiration.

**4.3 Yearly tenancy - holding over**

If the Lessee occupies the Premises after the Date of Expiration (other than pursuant to the grant of a further lease) the Lessee must do so as a yearly tenant for yearly terms thereafter on the same terms and conditions as the Lease as far as they apply to a yearly tenancy.

**5. Payment**

**5.1 Lessee's covenant**

The Lessee must pay the Rent to the Lessor during the Term.

**5.2 Payment of Rent**

The Rent for the first year of the Term will be paid annually in advance on or before the Date of Commencement. The Rent for the balance of the Term will be paid monthly in advance by equal monthly instalments. The first monthly instalment must be paid on or before the first anniversary of the Date of Commencement and thereafter on the same day of each month. The monthly instalment is 1/12th of the annual rental rate payable for the year of the Term in which the month falls. The Lessee must pay the Rent to the Lessor or to any other person the Lessor notifies to the Lessee. Any notification must be at least 30 days prior to the date for payment of Rent.

**5.3 GST**

The following provisions apply in relation to GST:

- (a) Unless stated to the contrary, all payments to be made by the Lessee under the Lease (including but not limited to Rent) are calculated without regard to GST. If a payment by the Lessee to the Lessor under the Lease is consideration for a supply by the Lessor under the Lease on which the Lessor must pay GST, the Lessee must also pay the Lessor an additional amount equal to the GST payable (GST Amount) by the Lessor on that supply.
- (b) The Lessor must issue a tax invoice to the Lessee for any excluded taxable supply made by the Lessor to the Lessee under this Lease before the consideration payable for that supply is due and the Lessee need not pay the GST Amount for a particular excluded taxable supply until such time as the Lessor has issued a tax invoice to the Lessee for that supply.
- (c) The parties agree that the Lessee will issue recipient created tax invoices (RCTIs) for the taxable supplies made by the Lessor to the Lessee under this Lease except for any supplies that the parties agree in writing are excluded taxable supplies. As at the date of this Lease the only agreed excluded taxable supplies are those supplies for which the Lessor has already issued a tax invoice to the Lessee. For the purpose of the Lessee issuing RCTIs the parties agree:
  - (i) the Lessee may, to the extent it is legally entitled to do so, issue a single RCTI for more than one rental period;
  - (ii) the Lessor will not issue a tax invoice in respect of any supply it makes to the Lessee under this Lease other than an excluded taxable supply;
  - (iii) each party acknowledges and warrants that at the time of entering into this Lease, it is registered for GST; and



Lessor. The provisions of clause 8.2 will apply to the exercise by the Lessee of its rights pursuant to this clause 6.2.

**6.3 Requirements of Government Agencies**

The Lessee must comply promptly with any Statute in respect of the Lessee's use of the Premises and any requirements, notices or orders of any Government Agency having jurisdiction or authority in respect of the Premises or the use of the Premises. The Lessee is under no liability for structural alterations unless caused or contributed to by the Lessee's particular use or occupation of the Premises.

**6.4 Cabling**

For the purpose of the operation of the Lessee's telecommunications network and telecommunications service, the Lessor will permit the Lessee to install, maintain, repair, replace and use above or below ground cabling to and from the Premises and where necessary to construct supports for that cabling. In exercising its rights under this clause the Lessee must:

- (a) not cause any lasting material damage to the Land or material interference with the Lessor; and
- (b) restore the surface of the Land as so used as nearly as practicably possible to its state prior to use by the Lessee to the reasonable satisfaction of the Lessor.

The provisions of clause 8.2 will apply to the exercise by the Lessee of its rights pursuant to this clause.

**6.5 Consents**

The Lessor hereby irrevocably authorises the Lessee to make at the expense of the Lessee any application for consent or approval to any Government Agency to use or develop the Premises for the use referred to in clause 6.1 and to exercise and procure (at the Lessee's expense) every right of appeal arising from the determination of any such application or the failure to determine the application. The Lessor must sign all documentation and do all such things as the Lessee or any person nominated by the Lessee reasonably requires (at the cost and expense of the Lessee) to authorise or assist in obtaining consent or approval from any Government Agency to use or develop the Premises for the use referred to in clause 6.1.

**6.6 Guy anchors and guy wires**

The Lessor grants the Lessee the right to use so much of the Land adjoining and adjacent to the Premises to place and maintain guy anchors in such positions on the Land and in such numbers as are reasonably required by the Lessee for the purpose of supporting its antenna support structure erected on the Premises and to run guy wires from those guy anchors to its antenna support structure. The Lessor will not use or interfere with the Lessee's guy anchors or guy wires. The provisions of clause 8.2 will apply to the exercise by the Lessee of its rights pursuant to this clause.

**7. Access to the Premises**

The Lessor consents to the Lessee and persons authorised by the Lessee without the need for prior notice and with or without materials, plant and other apparatus and vehicles entering the Land for the purpose of using the Premises and exercising its rights under the Lease at all times of the day and night during the Term.

## 8. Insurance, indemnities and release

### 8.1 Obligation to insure

The Lessee will insure against any loss or damage which is commonly covered by public risk or liability insurance in respect of the Premises.

### 8.2 Lessee's assumption of responsibilities

The Lessee agrees to take and be subject to the same responsibilities to which it would be subject in respect of persons and property if, during the Term it was the owner and occupier of the freehold of the Premises and the Lessee indemnifies and will keep the Lessor indemnified in that regard. Without limitation the Lessee indemnifies the Lessor from all actions, claims, costs and demands in respect of damage or injury to property or persons caused by electromagnetic fields emanating from the Lessee's equipment installed on the Premises.

### 8.3 Negligence or default of Lessor

The releases, responsibilities and indemnities in clause 8.2 do not apply to any act, matter, thing or consequence if it arises out of the negligence or default of the Lessor.

## 9. Installation and maintenance

### 9.1 Repair and maintenance

The Lessee must maintain the Premises in good repair, order and condition during the Term, fair wear and tear excepted.

### 9.2 Construction and alterations

The Lessee may at the Lessee's option and expense during the Term after complying with the requirements of any Government Agency having jurisdiction in the matter to the extent required by law with the prior consent of the Lessor which consent must not be unreasonably withheld or delayed install, erect, construct, dismantle, repair, replace, renew and maintain upon the Premises security fencing and any building or buildings as necessary now or in the future to shelter telecommunications equipment and a free standing monopole, guy tower, multi-sided antenna support structure or other antenna support structure of sufficient height now or in the future to meet the Lessee's telecommunications requirements and all necessary connecting appurtenances.

## 10. Electricity supply

For the purpose of carrying out the Lessee's use of the Premises the Lessor must at the Lessee's request and at the Lessee's cost:

- (a) provide to the Lessee the ability to connect the Premises to an electricity supply (including making provision for and allowing connection to emergency back-up power) and to install on the Land such earthing apparatus as is necessary for the safe continuous use of the Lessee's equipment on the Premises. The supply of this electricity must be made through a dedicated usage meter so that the Lessee is directly accountable to the relevant authority for payment of electricity consumed by it on the Premises; and
- (b) cause to be registered on the title to the Land an easement for electricity purposes, if required by and if so, in favour of, the relevant electricity authority.

## 11. Termination

### 11.1 Events of termination

If:







Lessee advises the Lessor of any breach by the Lessor of its covenant the Lessor will, to the extent that it is within its power to do so, use its every best endeavours at its expense to forthwith remedy such breach.

15. Co-location Licence

15.1 Antenna Licence definitions

In this clause 15, unless the context otherwise requires:

'Antenna Facility' means the Lessor's radio antenna as shown on the Installation Plan or as otherwise approved in writing by the Lessee and which is located or intended to be located on the Tower.

'Installation Plan' means the plans comprising Annexure B approved by the Lessee which illustrate and describe the Antenna Facility and where and how the Antenna Facility is to be attached to the Tower.

'Licence' means the licence granted under this clause 15.

'Licence Term' means the period from the Date of Commencement to the Date of Expiration and any period of holding over under clause 4.3 but, if the Tower has not been constructed by the Lessee to the stage of practical completion on the Date of Commencement, the licence term commences on the date of practical completion of the Tower.

'Licensed Area' means that part of the Tower and Premises licensed to the Lessor pursuant to this clause 15.

'Mobile Telecommunications Facility' means the communication dishes, prefabricated equipment module, air conditioning unit and other related equipment installed on the Premises by the Lessee to provide mobile telecommunications services.

'Tower' means the new antenna support structure erected or to be erected on the Premises by the Lessee as part of the Mobile Telecommunications Facility.

15.2 Grant of Licence

- (a) The Lessee grants a licence of the Licensed Area to the Lessor for the Licence Term to install and maintain:
  - (i) the Antenna Facility on the Tower in accordance with the Installation Plan; and
  - (ii) cabling ancillary to the Antenna Facility in accordance with the Installation Plan.
- (b) The grant of this Licence does not create or confer upon the Licensee any tenancy or other estate or interest in the Tower.
- (c) This Licence is personal to Colac Otway Shire and may not be assigned.

15.3 Reservation of rights to Lessor

Notwithstanding clause 15.2 the Lessee reserves the right to:

- (a) pass and repass with or without plant and equipment;
  - (b) install, operate, maintain, repair and replace cabling of all descriptions; and
  - (c) operate the Mobile Telecommunications Facility and Tower,
- through, over and upon the Tower and the Premises at all times for the purpose of the Lease.

**15.4 The Lessor's use of the Tower and the Premises**

- (a) The Lessor must not obstruct or interrupt the Lessee or other authorised users of the Tower or the Premises in their use, occupation or enjoyment of the Tower or the Premises.
- (b) Notwithstanding the Lessor's obligations pursuant to clause 15.4(a), the Lessor must make reasonable attempts to modify the Antenna Facility upon receipt of notice by the Lessee that the use of that facility obstructs, interrupts or impedes the use of the Tower or the Premises:
  - (i) at the Lessor's expense, if that obstruction or interruption arises from physical or radio interference created by the Antenna Facility; or
  - (ii) at the Lessee's expense in any other circumstances,
 provided that any such modification does not hinder the Lessor's operational requirements in relation to the Antenna Facility.
- (c) The Lessor acknowledges that this Licence only permits the Lessor to install, use and operate on the Tower one radio antenna at the position shown on the Installation Plan.
- (d) Once the Antenna Facility is installed, the Lessor will not be permitted to relocate the Antenna Facility to another position on the Tower without the prior written consent of the Lessee, which consent will not be unreasonably withheld. It will be reasonable for the Lessee to withhold its consent where:
  - (i) the proposed relocation is to an area on the Tower that is reserved for use by the Lessee or third parties; or
  - (ii) the Lessee reasonably believes that the relocation will cause physical or radio interference to the Lessee or other authorised users.

**15.5 No interference**

The Lessee acknowledges that the Lessor may peaceably hold and enjoy the Licensed Area during the Term without any interruption by the Lessee or any person rightfully claiming through the Lessee and in particular but without limiting the generality thereof the Lessor must:

- (a) maintain the Tower in a good and safe condition (but is under no obligation to re-build the Tower in the event of damage or destruction); and
- (b) not interfere or allow others over whom it has control to interfere with the Licensed Area or the operation of the Antenna Facility.

**15.6 Access to the Tower and the Premises**

- (a) The Lessee must allow the Lessor unrestricted access to the Licensed Area (other than the shelter for the Mobile Telecommunications Facility) for the purpose of using, installing and maintaining the Antenna Facility.
- (b) The Lessor must use reasonable efforts to notify the Lessee of intended access to the Licensed Area by the Lessor's employees or contractors. The Lessor and the Lessor's employees and contractors are only permitted to climb the Tower for the purpose of using, installing and maintaining the Antenna Facility if accompanied by the Lessee's personnel.

**15.7 Indemnities**

- (a) Other than as specifically provided in this Licence, the installation and maintenance of the Antenna Facility (and cabling ancillary to the Antenna Facility) is entirely at the risk of the Lessor. The Lessee is not responsible for any loss, damage or injury to persons or

property directly arising out of the use, installation or maintenance of the Antenna Facility (or cabling ancillary to the Antenna Facility) by the Lessor.

- (b) Subject to clause 15.7(c), the Lessor indemnifies the Lessee and other authorised users of the Tower and the Premises from all actions, claims, costs and demands in respect of damage or injury to property or persons arising directly as a consequence of the use, installation or maintenance of the Antenna Facility (or cabling ancillary to the Antenna Facility).
- (c) The Lessee indemnifies the Lessor from all actions, claims, costs and demands in respect of any damage or injury to property or persons arising from the negligence of the Lessee, its employees or agents.

**15.8 Installation and Maintenance of the Antenna Facility**

- (a) The Lessee must install the Antenna Facility for the Lessor in accordance with the Installation Plan.
- (b) The Lessor may repair or replace any part or all of the Antenna Facility with any equivalent equipment provided that equipment does not, in relation to the existing equipment, impose any greater load factor or occupy any greater space on the Tower and does not have substantially different radio frequency characteristics.
- (c) The Lessor must maintain the Licensed Area in good and safe working order. The Lessor must carry out any installation and maintenance as far as possible without interference to the amenity of the Lessee or other authorised users of the Tower or Premises.

**15.9 Property in the Antenna Facility**

The Lessee acknowledges that the Lessor retains all property in the Antenna Facility (and in any associated cabling installed by the Lessor), whether or not the Antenna Facility, or any part of it, would otherwise be regarded as a fixture.

**15.10 Termination**

- (a) Either party may immediately terminate this Licence by written notice to the other party if:
  - (i) the other party commits a breach of any of its obligations under this Licence or the Lease and has not remedied that breach within a reasonable time of receiving written notice of the breach;
  - (ii) the Tower is damaged to the extent that it is no longer suitable, or is otherwise rendered unfit (for example, by the emergence of significant physical or radio interference) for the use of the Antenna Facility; or
  - (iii) the Lease terminates or is determined.
- (b) Termination of this Licence does not affect the rights or liabilities of the parties in relation to any cause of action accruing prior to termination.
- (c) The Lessor must at the expiration or sooner termination of the Term (unless a further Licence is granted):
  - (i) yield up the Licensed Area in good repair and clean condition fair wear and tear excepted having regard to its condition at the Date of Commencement; and
  - (ii) remove from the Licensed Area the Antenna Facility (and cabling ancillary to the Antenna Facility).



# Signing page

**EXECUTED** as a deed

The common seal of the Colac Otway Shire Council was hereto affixed in accordance with its Local Law No 4

\_\_\_\_\_  
Chief Executive Officer



The common seal of Optus Mobile Pty Limited ACN 054 365 696 is fixed to this document in accordance with its constitution in the presence of

\_\_\_\_\_  
Signature of director

\_\_\_\_\_  
Signature of director/company secretary  
(Please delete as applicable)



\_\_\_\_\_  
Name of director (print)

\_\_\_\_\_  
Name of director/company secretary (print)

Signed sealed and delivered by Optus Mobile Pty Limited ACN 054 365 696 by its attorney the Company Secretary pursuant to Power of Attorney dated 7 August 1998 in the presence of

\_\_\_\_\_  
Witness

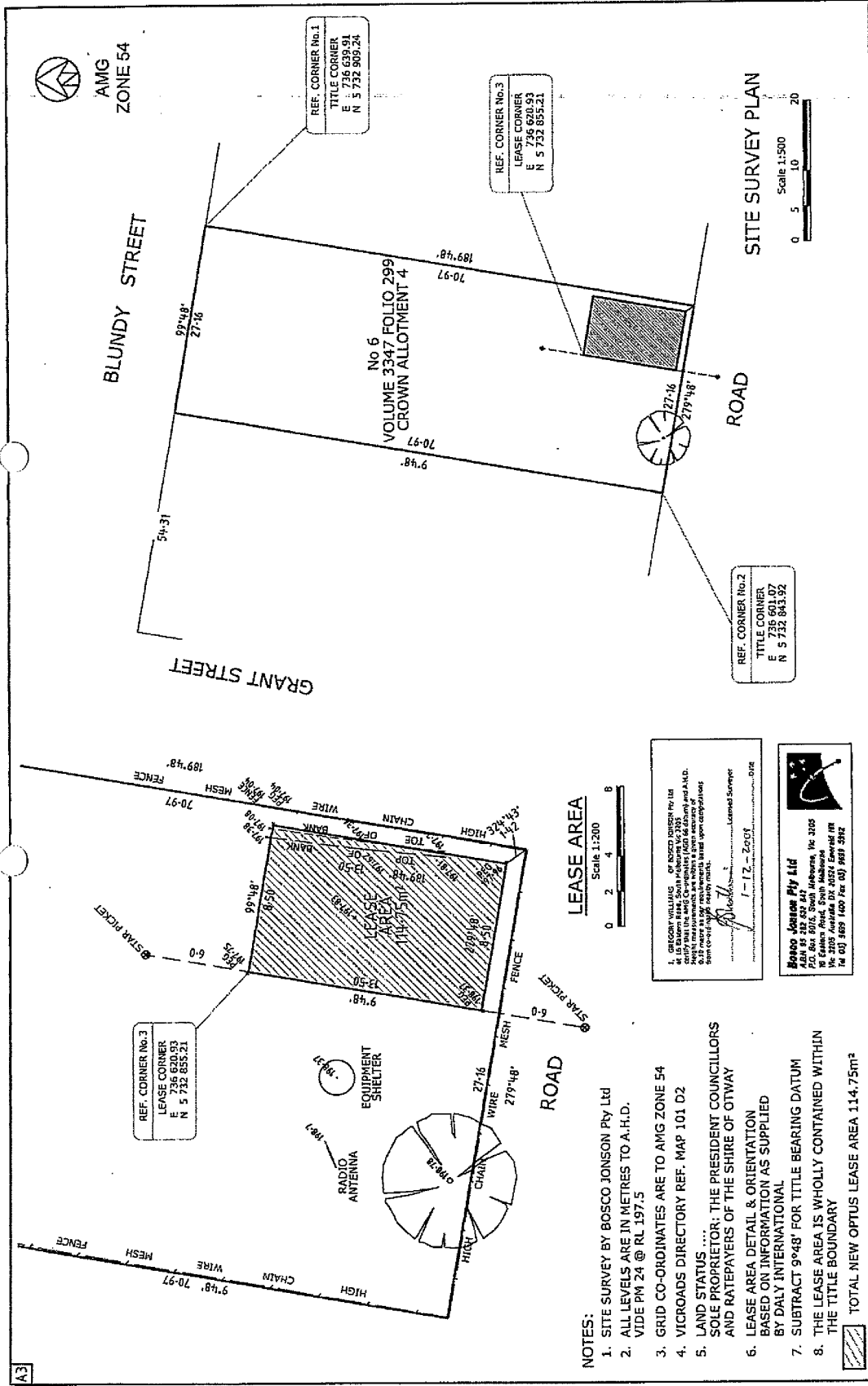
\_\_\_\_\_  
Company secretary



\_\_\_\_\_  
Full name

\_\_\_\_\_  
Full name





- NOTES:**
1. SITE SURVEY BY BOSCO JONSON Pty Ltd
  2. ALL LEVELS ARE IN METRES TO A.H.D. VIDE PM 24 @ RL 197.5
  3. GRID CO-ORDINATES ARE TO AMG ZONE 54
  4. VICROADS DIRECTORY REF. MAP 101 D2
  5. LAND STATUS ....  
 SOLE PROPRIETOR: THE PRESIDENT COUNCILLORS AND RATEPAYERS OF THE SHIRE OF OTWAY
  6. LEASE AREA DETAIL & ORIENTATION BASED ON INFORMATION AS SUPPLIED BY DALY INTERNATIONAL
  7. SUBTRACT 9°48' FOR TITLE BEARING DATUM
  8. THE LEASE AREA IS WHOLLY CONTAINED WITHIN THE TITLE BOUNDARY
- TOTAL NEW OPTUS LEASE AREA 114.75m<sup>2</sup>

IT IS STATED THAT THE LEASE AREA IS A PART OF THE LAND SHOWN ON THE SURVEY PLAN OF BLUNDY STREET, FORREST, VICTORIA, AND THAT THE LEASE AREA IS WHOLLY CONTAINED WITHIN THE TITLE BOUNDARY OF THE LAND SHOWN ON THE SURVEY PLAN.

*Daly International Limited*

**Bosco Jonson Pty Ltd**  
 ABN 52 252 252 247  
 200 BAY STREET, SOUTH MELB, VIC 3205  
 95-2385 AUSTRALIA DX 20524 EMERALD VIC  
 TEL 03 8659 1400 FAX 03 8659 3982

| Lot No. | Area | Area | Area | Area | Area | Area | Area | Area | Area |
|---------|------|------|------|------|------|------|------|------|------|
| 1.      | 2.   | 3.   | 4.   | 5.   | 6.   | 7.   | 8.   | 9.   | 10.  |
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**DAILY INTERNATIONAL**  
 Level 6 Tower B The Zenith  
 82-1843 Pacific Highway  
 Cheltenham NSW 2067  
 Australia (Ph) (02) 9419-2198  
 www.dalyinternational.com

**'yes' OPTUS**

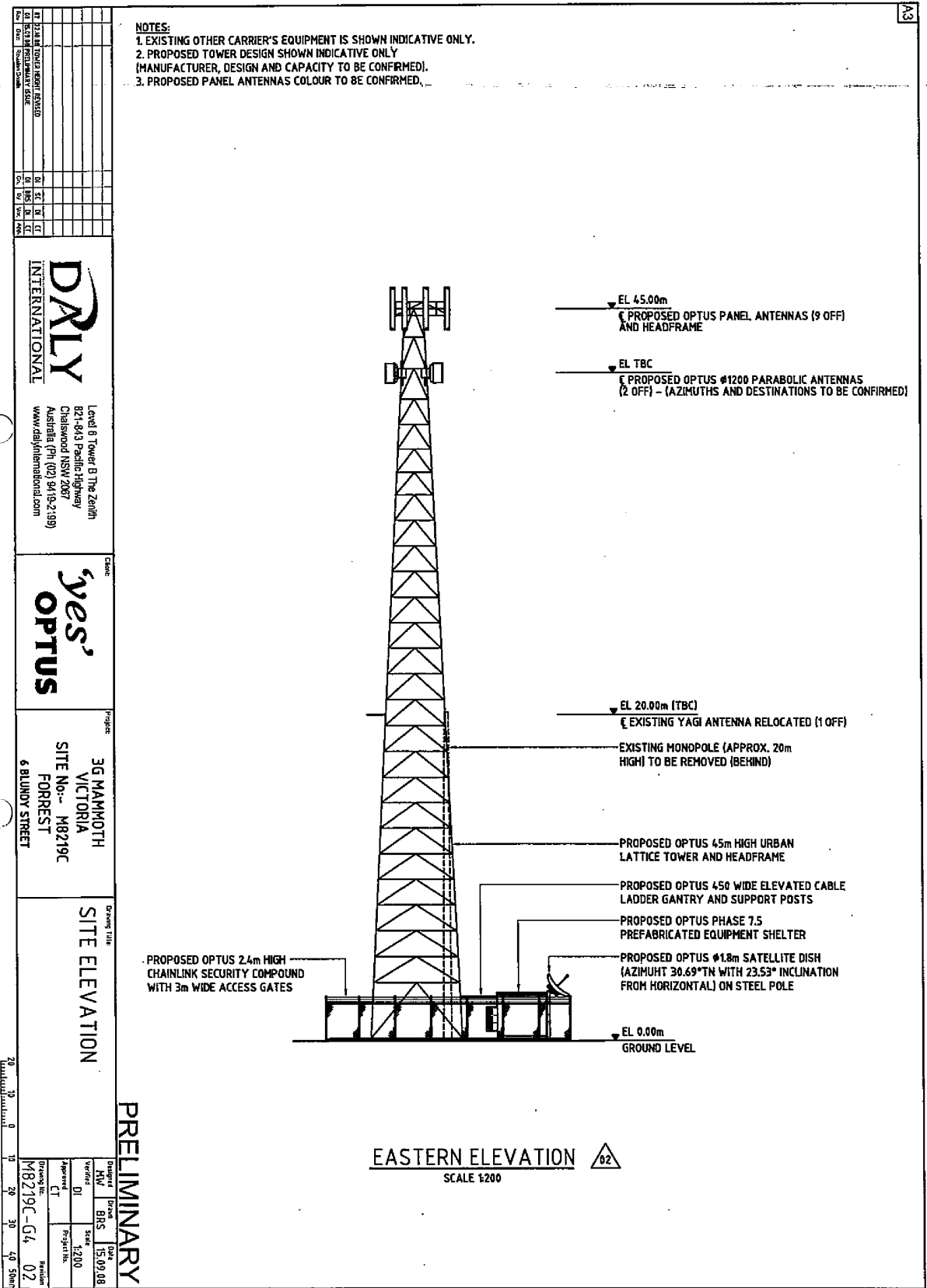
3G MAMMOTH  
 VICTORIA  
 SITE No:- M8219  
 FORREST  
 6 BLUNDY STREET


**SITE PLAN FOR LEASE PURPOSES**

Project No: 6471012AA  
 Revision: 01









**Colac Otway**  
SHIRE

### **Notice of Intention to enter into Lease**

Colac Otway Shire Council gives notice under Section 190 of the Local Government Act 1989 that it proposes to grant a lease to Optus Mobile Pty Ltd to install a mobile telecommunication facility on Council-owned land located at 6 Blundy Street, Forrest.

The proposed essential terms of the lease are as follows:

**Rental:** \$8,000 per annum plus 3% annual increases during the term of the lease.

**Payment:** The rent will be paid monthly in advance by equal monthly instalments. The monthly instalment is 1/12th of the annual rental rate payable for the year of the term in which the month falls.

**Term:** 20 years

**Permitted Use:** To install and operate mobile telecommunications equipment.

Any person may make a submission on the proposal. All submissions will be considered in accordance with Section 223 of the Act. Any person proposing to make a submission under Section 223 of the Act must do so before **8 January 2009**.

People making written submissions should also state whether they wish to be heard in support of their written submissions.

Written submissions should be addressed to the Chief Executive Officer, Colac Otway Shire, PO Box 283, Colac, 3250.

**Rob Small**  
Chief Executive Officer  
[www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

105464

**OM102701-11      2009/10 CAPITAL WORKS & MAJOR PROJECTS UPDATE -  
HALF YEAR**

|             |                           |           |                                                 |
|-------------|---------------------------|-----------|-------------------------------------------------|
| AUTHOR:     | Paula Gardiner            | ENDORSED: | Neil Allen                                      |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN 1720 Capital Works Major Projects - 2009-10 |

**Purpose**

This report provides an update on the status of projects being undertaken as part of the 2009/10 Capital Works and Major Projects Program.

**Declaration of Interests**

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

**Background**

The capital works and major projects budget for the year in 2009/10 is \$22.104 million of which \$15.457 million relates to capital asset works.

Through the monthly reporting, project managers have generally indicated that the majority of projects are on track to be completed by June 2010 and that there are no identified major budget issues.

Overall, there are 132 Major Projects to be undertaken within the 2009/10 program. To date, of the 132 projects, work has commenced on 83 projects, with total expenditure of the program at approximately \$4.54 million.

**Council Plan / Other Strategies / Policy**

Projects that are undertaken and completed work towards meeting actions within the Council Plan.

**Issues / Options**

The three main components relating to project management and implementation relate to time, cost and quality. As such, for the 2009/10 Capital Works and Major Projects Program, project managers have been required to report on a monthly basis, relating to timelines, review of budget expenditure and providing defined and detailed project scope. This all allows for each project to be assessed to ensure that a successful project is delivered.

The method of reporting and project updates each month is a shift from previous years, however project managers have responded positively to this new process, ensuring that the information received reflect the true nature of project progress thus far.

Project expenditure year to date for Capital Works and Major Projects is approximately \$4.54 million or 20.54%, from a \$22.104 million budget. While expenditure at this point of the year is slightly less than would normally be expected, progress and expenditure to date are still on track for delivery of projects for this year. It is expected that expenditure on capital projects will largely occur during the main construction period from December 2009 through to the end of March 2010. Thus at the three quarter point of the financial year, expenditure would be expected to be in excess of 65% of total budget.

For the purpose of expenditure and income, projection modelling for the 2009/10 financial year is on a straight line model. While it is widely considered that this model does not reflect the expenditure trend for project delivery, this straight line model was put in place for this year as it was a new financial system and is deemed appropriate for this year. Using expenditure and income data from this year it is expected that the 2010/11 financial year projection modelling will be more aligned and represent expected expenditure and income transactions throughout the year.

Within the 2009/10 Capital Works and Major Projects program, two (2) projects have been identified for deferral. The projects relate to the re sheeting and renewal works along Old Beech Forest Road, as well as Regent Place Lighting improvements. Old Beech Forest Road project was subject to funding through the "Better Roads Victoria Fund", of which Council was unsuccessful. A new funding application has been lodged, at which time, if successful this project will be included in future programs.

Overall, it is expected that most projects will be completed within the financial year, with the exceptions as follows;

| <b>Project Name</b>                     | <b>Budget Allocation \$</b>                  | <b>Project Status</b> | <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|----------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regent Place Lighting                   | \$10,000                                     | Deferral              | During discussions with Powercor regarding the provision of power and location of lighting the estimate was well in excess of the budget allocation. This is mainly due to the provision of power to the area, which will require power supply from the memorial square side of Hesse Street, which would not provided for in the budet. It is proposed to defer this project and include in the Capital Works and Major Projects program for prioritisation. |
| Old Beech Forest Road Major Re Sheeting | \$317,000<br>(Council contribution \$44,755) | Deferral              | An application was made to the Better Roads funding program, of which the funding program would contribute 6/7 of the total project cost. The application was unsuccessful, and as such it is proposed to defer this project. Another application has been made for this project from the same funding source. It is proposed that if successful, this project be placed in next years Capital Works and Major Projects program.                              |
| Alvie Recreation Reserve Redevelopment  | \$324,000<br>(Council contribution \$73,000) | Possible Carry Over   | Highlighted as a possible carry over project. It is to be noted that the funding agreement for this project did have the project to be completed over two financial years. As such, some components of the project that were due to be completed this financial year may be carried forward to the 2010/11 financial year.                                                                                                                                    |
| Birregurra / Forrest Structure Plan     | \$78,200                                     | Carry Over (50%)      | The review and amendment documentation will be completed within this financial year, the planning scheme amendment process is planned to be undertaken within the 2010/11 financial year.                                                                                                                                                                                                                                                                     |
| Colac & Apollo Bay Car Parking Study    | \$65,000                                     | Carry Over (50%)      | The review and amendment documentation will be completed within this financial year, the planning scheme amendment process is planned to be undertaken within the 2010/11 financial year.                                                                                                                                                                                                                                                                     |
| Rural Living Strategy                   | \$93,200                                     | Carry Over (50%)      | The review and amendment documentation will be completed within this financial year, the planning scheme amendment process is planned to be undertaken within the 2010/11 financial year.                                                                                                                                                                                                                                                                     |
| Planning Scheme Reveiw                  | \$40,000                                     | Carry Over (25%)      | The review and amendment documentation will be completed within this financial year, the planning scheme amendment process is planned to be undertaken within the 2010/11 financial year.                                                                                                                                                                                                                                                                     |

**Proposal**

Overall, the progress of projects within this financial year shows Council are on track to complete at least 85% of the Capital Works and Major Projects program, which is in line with the Council Plan objective. A number of factors including operational system changes delayed the initial commencement of projects within the first half of the year, however these have now been generally resolved. Overall, project managers have managed the changed systems well, which has resulted in more detailed project progress information available.

It is considered the projects identified for deferral be supported. These projects are; Regent Place Lighting and Old Beech Forest Road Major Re Sheeting.

**Financial and Other Resource Implications**

A review of expenditure and income received to date show that the Capital Works and Major Projects Program has been within budget provisions.

**Risk Management & Compliance Issues**

Risk considerations and required compliance matters are considered within the project implementation. Overall reporting of the program ensures that Council manages the completion of works programs in a timely manner, within budget allocation.

**Environmental and Climate Change Considerations**

Environmental considerations are evaluated within the planning phase of each project.

**Communication Strategy / Consultation**

Consultation and communication are assessed and carried out as required on an individual project basis.

**Implementation**

Project Managers will continue to carry out projects listed within the 2009/10 Capital Works and Major Projects Program.

**Conclusion**

The new Capital Works and Major Projects reporting system will greatly enhance the ability of Council to manage Capital Works and Projects in the future.

**Attachments**

1. Capital Works Report for Executive

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

- 1. Receive and note this report.***

~~~~~U~~~~~

January Executive - Major Projects Report

| ID | Task Name | Budget 09/10 Expt | Expt YTD | Remaining Budget Expt | Flag | Gantt Chart (2009-2012) | | | | | | | | | | | |
|----|--|-------------------|-----------|-----------------------|------|---|--|--|--|--|--|--|--|--|--|--|--|
| 1 | Local Roads - Resealing Program (Capital) | \$829,250 | \$0 | \$829,250 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 2 | Local Roads - Cosworks Supply/Carb Aggregate (Cap) | \$129,900 | \$75,913 | \$53,988 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 3 | Asphalt Renewal | \$55,000 | \$0 | \$55,000 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 4 | Local Roads - Cosworks Sealed Rds Rehab Prog (Cap) | \$299,450 | \$70,423 | \$229,028 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 5 | Swan Marsh Road - Pavement Rehabilitation | \$300,000 | \$9,000 | \$291,000 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 6 | Cressy Sheild Road Rehabilitation 3 to 6 - Final Seal | \$108,000 | \$10,038 | \$97,962 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 7 | Irrewillipe Road - Forans Road Rehabilitation | \$70,000 | \$2,150 | \$67,850 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 8 | Coliac-Lorne Road Rehabilitation | \$100,000 | \$9,320 | \$90,680 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 9 | Cawood Street Rehabilitation | \$96,000 | \$3,130 | \$92,870 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 10 | Deans Creek Road | \$75,000 | \$5,680 | \$69,320 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 11 | Carpendit-Bungador Rd (Carry Over) | \$10,000 | \$0 | \$10,000 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 12 | Alexander St Rehabilitation (Carry Over) | \$86,520 | \$33,607 | \$52,913 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 13 | Richmond Street Rehabilitation | \$80,500 | \$2,500 | \$78,000 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 14 | Local Roads - Cosworks Unsealed Roads (Capital) | \$1,397,900 | \$720,503 | \$677,398 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 15 | Birns Road (Stage 2) - Timber Roads | \$337,150 | \$98,519 | \$238,631 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 16 | Old Beech Forest Road - Timber Roads | \$317,000 | \$0 | \$317,000 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 17 | Local Roads - Cosworks Footpaths (Capital) | \$166,963 | \$43,300 | \$123,663 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 18 | Apollo Bay Lavers Hill / Birregurra Footpaths | \$110,000 | \$110,287 | -\$287 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 19 | Bridge Rehabilitation Programme | \$120,000 | \$0 | \$120,000 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 20 | Land Slip Renewals (Coast) | \$115,000 | \$0 | \$115,000 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 21 | Local Roads - Cosworks Drainage Works (Capital) | \$349,650 | \$47,518 | \$302,132 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 22 | Litter Bins - Purchase/Installation Litter Bins | \$15,000 | \$13,190 | \$1,810 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 23 | Pascoe Street Car Park Construction | \$329,840 | \$2,260 | \$327,580 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 24 | Swan Marsh - Irrewillipe Road Rehabilitation (2008-09 Carryover) | \$40,000 | \$10,870 | \$29,130 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 25 | Swan Marsh - Irrewillipe Road Final Seal | \$69,000 | \$7,322 | \$61,678 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 26 | Pound Road Special Charge Scheme Construction | \$23,929 | \$138,591 | -\$114,662 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 27 | Pound Road Final Seal - Special Charge Scheme | \$36,600 | \$2,456 | \$34,144 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 28 | Larport Road Final Seal | \$90,000 | \$8,762 | \$81,238 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 29 | Morely Avenue (Wye River) Kerb and Channel Construction | \$57,750 | \$5,920 | \$51,830 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 30 | Irrewillipe Road Widening Project | \$375,000 | \$9,600 | \$365,400 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 31 | Corangamite Street Pedestrian Crossing Upgrade | \$15,000 | \$40,343 | -\$25,343 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 32 | School Bus Route Safety Improvements | \$20,000 | \$632 | \$19,368 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 33 | Road Furniture Upgrades | \$25,000 | \$274 | \$24,726 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |
| 34 | Rail Crossing Upgrade Programme | \$23,000 | \$0 | \$23,000 | | [Gantt Chart: 2009 Q1-Q4, 2010 Q1-Q4, 2011 Q1-Q4, 2012 Q1-Q2] | | | | | | | | | | | |

Project: Major Projects Exec Report J: Task Split Milestone Summary External Tasks External Milestone

Date: 19/01/2010 Progress Project Summary Deadline

January Executive - Major Projects Report

| ID | Task Name | Budget 09/10 Expt | Expt YTD | Remaining Budget Expt | Flag | Progress | | | | | | | | | | | |
|----|---|-------------------|----------|-----------------------|------|----------|------|----|----|----|------|----|----|----|------|----|----|
| | | | | | | 2009 | 2010 | | | | 2011 | | | | 2012 | | |
| | | | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 35 | Guardrail Installation Programme | \$20,000 | \$0 | \$20,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 36 | Drainage - Cressy Improvements Stage 1 | \$3,676 | \$0 | \$3,676 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 37 | CTSWMIP | \$0 | \$0 | \$0 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 38 | Building Renewal Programme - Opex | \$50,000 | \$14,060 | \$35,940 | | 30% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 39 | Building Renewal Programme - Capex | \$410,000 | \$51,780 | \$358,220 | | 5% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 40 | Birregurra Toilet replacement | \$130,000 | \$510 | \$129,490 | | 5% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 41 | Birregurra Toilet replacement | \$50,000 | \$0 | \$50,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 42 | Bluewater Fitness Centre - Aquatic change rooms | \$30,000 | \$0 | \$30,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 43 | Council Properties - Water Meter Replacement | \$10,000 | \$0 | \$10,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 44 | Council Properties - Water Meter Replacement | \$10,000 | \$0 | \$10,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 45 | Retubishment of Shire Infrastructure Office - Carry Over | \$42,597 | \$62,285 | -\$19,688 | | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 46 | HAOC Minor Works - Kanyana (Carry Over) | \$152,200 | \$1,313 | \$150,888 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 47 | Colac VIC - Upgrade (Carry Over) | \$100,000 | \$0 | \$100,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 48 | Bluewater Fitness Centre - Electrical Switchboard | \$25,000 | \$0 | \$25,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 49 | Retubishment of Shire Office | \$270,000 | \$0 | \$270,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 50 | Retubishment of Library Annex/Human Services | \$450,000 | \$0 | \$450,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 51 | Forrest Netball Court Upgrade | \$105,445 | \$64 | \$105,381 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 52 | SRV - Drought Relief - Lake Oval Improvements | \$91,020 | \$83,556 | \$7,464 | | 80% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 53 | Eastern Reserve Netball Facilities Redevelopment | \$200,000 | \$1,864 | \$198,136 | | 20% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 54 | Avie Rec Reserve Redevelopment | \$324,000 | \$5,734 | \$318,266 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 55 | Old Beechy Rail Trail (Carry Over) | \$113,000 | \$3,560 | \$109,440 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 56 | Birregurra Skate Park Construction | \$127,000 | \$64 | \$126,936 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 57 | Multi Purpose Hockey Field Improvement (Carry over) | \$61,329 | \$47,691 | \$13,638 | | 100% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 58 | Lake Colac Redevelopment - Stage 2 (Carry Over) | \$70,000 | \$0 | \$70,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 59 | Lake Colac - Stoddart St Pathway (Carry Over) | \$57,000 | \$0 | \$57,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 60 | Lake Colac Fishing Platform (Carry Over) | \$88,000 | \$12,727 | \$75,273 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 61 | Botanic Gardens Pathway (Carry Over) | \$170,000 | \$0 | \$170,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 62 | Tiger Rail Trail | \$170,000 | \$87,616 | \$82,384 | | 75% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 63 | Old Beechy Trail Signage | \$20,000 | \$0 | \$20,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 64 | Playground Developments | \$15,000 | \$16,363 | -\$1,363 | | 40% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 65 | Small Town Improvement Program | \$80,000 | \$3,400 | \$76,600 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 66 | Skene's Creek Master Plan | \$10,000 | \$0 | \$10,000 | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 67 | STIP - Barwon Downs Old School Grounds Upgrade (Carry over) | \$66,000 | \$49,161 | \$16,839 | | 60% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| 68 | STIP - Birregurra Park Upgrade | \$88,000 | \$80,937 | \$7,063 | | 60% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |

Project: Major Projects Exec Report J:
Date: 19/01/2010

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestone Deadline

January Executive - Major Projects Report

| ID | Task Name | Budget 09/10
Expt | Expt YTD | Remaining
Budget Expt | Flag | 2009 | 2010 | 2011 | 2012 |
|-----|---|----------------------|----------|--------------------------|------|------|------|------|------|
| | | | | | | Q1 | Q2 | Q3 | Q4 |
| 69 | STIP - Beac Windmill Park | \$140,000 | \$2,086 | \$137,914 | | | | | |
| 70 | Eco Develop - Small Town Signage | \$10,000 | \$0 | \$10,000 | | | | | |
| 71 | Colac City Signage | \$23,000 | \$0 | \$23,000 | | | | | |
| 72 | Marengo Landfill Rehabilitation Design | \$10,000 | \$0 | \$10,000 | | | | | |
| 73 | Forrest Landfill Remediation Design | \$10,000 | \$0 | \$10,000 | | | | | |
| 74 | Lakeside Estate (Bruce Street Landfill) EPA Requirements | \$73,500 | \$0 | \$73,500 | | | | | |
| 75 | Lakeside Estate (Bruce Street Landfill) | \$150,000 | \$0 | \$150,000 | | | | | |
| 76 | Gellibrand Landfill Rehab & monitoring Boreholes (Carry Over) | \$247,000 | \$0 | \$247,000 | | | | | |
| 77 | Apollo Bay Transfer Station | \$899,403 | \$89,744 | \$809,659 | | | | | |
| 78 | POAB Moving Forward Project (Carry Over) | \$1,750,013 | \$75,050 | \$1,674,963 | | | | | |
| 79 | POAB Moving Forward Project (Carry Over) | \$0 | \$0 | \$0 | | | | | |
| 80 | Breakwater Re-Armouring | \$50,795 | \$0 | \$50,795 | | | | | |
| 81 | Slipway Fall Replacement | \$165,000 | \$77,635 | \$87,365 | | | | | |
| 82 | Boom Gate | \$25,000 | \$0 | \$25,000 | | | | | |
| 83 | Purchase of Lakeside Estate | \$1,300,000 | \$0 | \$1,300,000 | | | | | |
| 84 | Bluewater - Renewal of Gym Equipment | \$40,000 | \$7,300 | \$32,700 | | | | | |
| 85 | Projector - Theatre and Civic Hall | \$11,000 | \$0 | \$11,000 | | | | | |
| 86 | IT Hardware - Expensed < \$1000 | \$60,000 | \$43,442 | \$16,558 | | | | | |
| 87 | IT Hardware - Capital > \$1000 | \$65,000 | \$58,824 | \$6,176 | | | | | |
| 88 | Mirrors and Drapes | \$8,500 | \$8,102 | \$398 | | | | | |
| 89 | Regional Trails Master Plan Project (Carry Over) | \$14,000 | \$4,782 | \$9,218 | | | | | |
| 90 | Birregurra/Forrest Structure Plan (Carry Over) | \$78,200 | \$460 | \$77,740 | | | | | |
| 91 | Colac & Apollo Bay Car Parking Study | \$65,000 | \$59,671 | \$5,330 | | | | | |
| 92 | Internet Training for the Disabled (Carry Over) | \$35,000 | \$9,806 | \$25,194 | | | | | |
| 93 | GORVIC Painting (Carry Over) | \$15,000 | \$0 | \$15,000 | | | | | |
| 94 | Cressy Sheildford Road (Carry Over) | \$250,000 | \$0 | \$250,000 | | | | | |
| 95 | Heatwave Strategy (Carry Over) | \$25,000 | \$0 | \$25,000 | | | | | |
| 96 | M&CH - IT Support (Carry Over) | \$20,000 | \$0 | \$20,000 | | | | | |
| 97 | Landslide Mapping Project (Carry Over) | \$55,500 | \$54,667 | \$833 | | | | | |
| 98 | Cressy Standpipe repair (Carry over) | \$6,100 | \$6,100 | \$0 | | | | | |
| 99 | Apollo Bay Coastal Trail (Carry Over) | \$120,000 | \$90,000 | \$30,000 | | | | | |
| 100 | Eco Develop - RDV Cadets Expense (Carry Over) | \$30,000 | \$15,000 | \$15,000 | | | | | |
| 101 | Eco Develop - Lions & VIC Parks Masterplan (Carry Over) | \$5,000 | \$0 | \$5,000 | | | | | |
| 102 | Eco Develop - Leaders for Geelong DVC Grant (Carry Over) | \$0 | \$0 | \$0 | | | | | |

Project: Major Projects Exec Report J;
Date: 19/01/2010

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestone Deadline

January Executive - Major Projects Report

| ID | Task Name | Budget 09/10 Expt | Expt YTD | Remaining Budget Expt | Flag | Progress | | | | | | | | | | | |
|-----|--|-------------------|-------------|-----------------------|------|----------|------|------|------|------|------|------|------|------|------|--|--|
| | | | | | | 2009 | 2010 | | | 2011 | | | 2012 | | | | |
| | | | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | | |
| 103 | EliminYt Drainage Study (Carry Over) | \$7,000 | \$0 | \$7,000 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 104 | Swan Marsh Hall Upgrade (Carry Over) | \$21,778 | \$4,127 | \$17,652 | ● | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | | |
| 105 | Risk Manage - Cressy Shekford Roadside Rehab | \$150,000 | \$22,637 | \$127,363 | ● | 85% | 85% | 85% | 85% | 85% | 85% | 85% | 85% | 85% | 85% | | |
| 106 | Disaster Recovery Plan Development | \$20,000 | \$9,500 | \$10,500 | ● | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% | | |
| 107 | Civica Authority Tree Management | \$20,000 | \$1,143 | \$18,858 | ● | 40% | 40% | 40% | 40% | 40% | 40% | 40% | 40% | 40% | 40% | | |
| 108 | Disaster Recovery Data Centre - Fibre Cable | \$10,000 | \$7,543 | \$2,457 | ● | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | | |
| 109 | Geographic Information System - Strategic Development | \$20,000 | \$8,577 | \$11,423 | ● | 30% | 30% | 30% | 30% | 30% | 30% | 30% | 30% | 30% | 30% | | |
| 110 | Electronic Document management system Specification Development | \$20,000 | \$19,800 | \$200 | ● | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | | |
| 111 | Sewerage - Waste Water Management Strategy | \$20,200 | \$0 | \$20,200 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 112 | Asset Manage - Bridge Inspection Program | \$20,000 | \$19,700 | \$300 | ● | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | | |
| 113 | Working from Heights Safety Audit (Stage 1 of 2) | \$40,000 | \$0 | \$40,000 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 114 | Asset Data Collection Project | \$30,000 | \$3,120 | \$26,880 | ● | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | | |
| 115 | Office Accommodation Review | \$80,000 | \$0 | \$80,000 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 116 | Asset Data Capture System | \$15,000 | \$4,196 | \$10,804 | ● | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% | | |
| 117 | Asset Management System Implementation | \$20,000 | \$22,395 | -\$2,395 | ● | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% | | |
| 118 | Swim Areas/Beaches - Lake Colac Project | \$30,000 | \$6,398 | \$23,602 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 119 | Sand & Dredging Options Study | \$55,000 | \$52,479 | \$2,521 | ● | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | | |
| 120 | Fire Prevention - Fire Access Tracks | \$80,000 | \$0 | \$80,000 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 121 | Rural Living Strategy | \$93,200 | \$97 | \$93,103 | ● | 40% | 40% | 40% | 40% | 40% | 40% | 40% | 40% | 40% | 40% | | |
| 122 | Planning Scheme Review | \$40,000 | \$0 | \$40,000 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 123 | Colac Central Business District Urban Design | \$150,000 | \$0 | \$150,000 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 124 | Recreation - Beechy Precinct Project | \$50,000 | \$758 | \$49,242 | ● | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% | | |
| 125 | Beechy Precinct - Bluewater Fitness Centre (Stadium) - Design | \$60,000 | \$0 | \$60,000 | ● | 85% | 85% | 85% | 85% | 85% | 85% | 85% | 85% | 85% | 85% | | |
| 126 | Beechy Precinct - Global Connector | \$3,072,000 | \$1,000,000 | \$2,072,000 | ● | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | | |
| 127 | Beechy Precinct - Central Reserve Developments (Federal Funding) | \$333,000 | \$147,242 | \$185,759 | ● | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% | | |
| 128 | Birregurra Bowling Club Contribution to synthetic turf | \$123,610 | \$166,510 | -\$42,900 | ● | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | | |
| 129 | Regent Place Lighting (Carry Over) | \$0 | \$0 | \$0 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 130 | Beechy Precinct (Carry Over) | \$0 | \$0 | \$0 | ● | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| 131 | Beechy Precinct - Enhanced Library Service (Carry Over) | \$30,000 | \$10,061 | \$19,939 | ● | 65% | 65% | 65% | 65% | 65% | 65% | 65% | 65% | 65% | 65% | | |
| 132 | Civica Authority Implementation | \$37,000 | \$36,509 | \$491 | ● | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | 90% | | |
| 133 | Scheme Amendments - C12 Flood Overlay Review 2009 | \$6,000 | \$4,967 | \$1,033 | ● | 65% | 65% | 65% | 65% | 65% | 65% | 65% | 65% | 65% | 65% | | |

Project: Major Projects Exec Report J: Task Split

Date: 19/01/2010 Progress

Milestone Summary External Tasks

Project Summary External Milestone

Deadline Deadline

CONSENT CALENDAR**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <p><u>SUSTAINABLE PLANNING AND DEVELOPMENT</u></p> <p><u>OM102701-12 COMMUNITY ENGAGEMENT POLICY</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <p><i>That Council endorse the draft Colac Otway Shire Community Engagement Policy.</i></p> | | |
| <p><u>OM102701-13 G21 REGIONAL LAND USE PLAN</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. Supports the continued participation of the Colac Otway Shire in the development of a G21 Regional Land Use Plan.</i> <i>2. Refers this project matter to the 2010/2011 budget process.</i> | | |
| <p><u>OM102701-14 ENVIRONMENT STRATEGY 2010-2018</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. Endorse the final draft of the Colac Otway Shire Environment Strategy for 2010 to 2018.</i> <i>2. Require that a review be undertaken of the strategy in 2014 and a report be provided to Council on the findings.</i> | | |

Recommendation

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

MOVED

SECONDED

OM102701-12**COMMUNITY ENGAGEMENT POLICY**

| | | | |
|-------------|------------------------------------|-----------|------------|
| AUTHOR: | Mike Barrow | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | Gen01688 |

Purpose

To seek Council endorsement of the draft Colac Otway Shire Community Engagement Policy.

Declaration of Interests

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

Background

The draft Community Engagement Strategy was endorsed by the October 2009 meeting of Council for a period of six weeks for public comment. One letter was received during the engagement process supportive of the draft Strategy. No amendments have been made to the draft strategy presented to the October 2009 meeting of Council. This report seeks Council final endorsement of the draft Strategy.

Colac Otway Shire's existing Community Consultation and Engagement Policy was adopted in 1999 and reviewed in 2002, 2006 and 2007. Although this policy is enabling Council to meet the requirements for consultation under the Local Government Act, the proposed Community Engagement Policy, takes a more active and structured approach to planning community engagement so that consultation with the community is targeted and tailored for purpose and is able to provide more meaningful input to the Council decision making process. The new policy has also been designed to encourage an increased understanding of engagement within the Council organisation and provide appropriate tools for officers to use in the planning and delivery of engagement processes.

The objectives of the draft Community Engagement Policy are to:

- Strengthen organisational capacity through the development of an integrated system that encourages a coordinated approach to community partnership.
- Establish clear processes and tools within a framework that can be applied with confidence across a range of issues and stakeholders.
- Build community capacity through enhanced opportunity to interact with Council in planning and decision making.
- Ensure successful engagement by working within a continuous improvement framework that evaluates, and improves, approaches and knowledge.

The new policy has been developed with the aim of introducing the Public Participation Spectrum developed by the International Association for Public Participation (IAP2) that defines engagement as encompassing a range of interactions with people such as simple one way information sharing or more involved levels of community consultation and participation (Attachment 1, IAP2 Public Participation Spectrum table).

One of the other significant differences from the previous policy is the change to 'Agreed Minimum Timeframe for Key Council Engagement Documents'. Under the previous policy this timeframe had been 4 weeks. The recommended new timeframe is six weeks taking

into account community feedback that the four week timeframe is often too short to engage and respond; particularly by community organisations that meet less frequently than monthly.

The IAP2 Public Participation Spectrum includes graduated levels of engagement that can be selected according to the type of issue, decision, or information that is the subject of the process and the objective of the engagement. The lowest level of engagement and therefore lowest expectation in terms of two way participatory processes is 'Inform'.

When the objective is to provide the public with balanced objective information, then 'Inform' methods such as letters to businesses to inform them of training and development opportunities; and Council's Colac Herald Columns that inform the public on a range of Council activities and services would be the most appropriate.

The next level is 'Consultation'. When the objective is to obtain public feedback on Council alternatives directions, then 'Consultation' methods such as a survey of community opinion; letters and media releases informing and requesting feedback; community forums and public meetings would be the most appropriate.

'Involve' is the next level, and when the objective is to work directly with the community to ensure that public concerns and aspirations are consistently understood and considered in decision making, then 'Involve' methods such as community forums, public meetings, stakeholder focus groups and 'Enquiry by Design' would be the most appropriate.

A higher level of engagement is 'Collaborative', and when the objective is to partner with the community in every aspect of decision making and incorporation of public recommendation into Council decisions, then 'Collaborative' processes such as facilitated discussions on local priorities and citizen advisory committees would be the most appropriate.

The highest level of community engagement is 'Empower' and when the objective is to place final decision making in the hands of the public then 'Empower' processes, such as funding of Otways Tourism Inc. to manage Colac Otway Shire internal tourism marketing and industry development, would be most appropriate. Other methods include citizen juries and referendums on particular alternative decisions.

Every level of engagement is valid according to the circumstances and objectives. It would be most important that the correct level of engagement is selected because if the intention is to simply inform and the method selected is an 'Involve' method, then Council and the community would have conflicting expectations of the process and be mutually disappointed with the outcomes.

Another reason for correctly selecting the level of engagement is that just as each level includes a higher level of community participation it also includes a higher cost in terms of direct funding and use of Council's human resources. In order that both Councillors and Officers fully understand the proposed engagement process, future Officer reports to Council would include information on recommended engagement processes according to the IAP2 Public Participation Spectrum.

Council Plan / Other Strategies / Policy

Consultation on Council services is mandatory under the Local Government (Best Value) Act 1999 which states that *"all services provided by Council must be responsive to the needs of the community and that a Council must develop a program of regular consultation with its community to the services it provides."*

The Colac Otway Shire draft Community Engagement Policy 2009, sets out a strategic and integrated approach to community engagement and consultation. The draft Community Engagement Policy is aligned with the Council Vision, Mission and Values:

Our Vision

Council will work together with our community to create a sustainable, vibrant future.

Our Mission

Council will work in partnership with our community and other organisations to provide:

- *Effective leadership, governance and financial accountability*
- *Affordable and effective services*
- *An advocacy and engagement approach to sustainably grow our community*

Values

Council will achieve its Vision and Mission by acting with:

- *Respect*
- *Integrity*
- *Goodwill*
- *Honesty*
- *Trust*

Issues / Options

Council's existing Community Consultation and Engagement Policy, May 2007, provides a sound basis for engaging with the public and Council has achieved an increased rating from 76% in 2008 to 79% in 2009 on Council's interaction and dealing with the public as measured by the Local Government Community Satisfaction Survey. Council's rating has risen from 40% in 2008, to 52% in 2009 in the area of Council's engagement in decision making on key local issues. These figures suggest that the community believes Council is achieving a reasonable standard in terms of general customer contact and service but could improve on its level of community engagement. Council has also received significant anecdotal evidence that the community would welcome further enhancement of Council's efforts in this area, a circumstance that may be influenced by particular controversial issues that receive more than usual media coverage.

The proposed IAP2 Public Participation Spectrum is an international standard developed by the International Association for Public Participation to demonstrate the possible types of engagement with stakeholders and communities. It improves on the current Community Consultation and Engagement Policy, May 2007, by providing an easily understood and simplified structure for Council officers to use in planning and implementation of engagement strategies. The IAP2 model is outcomes driven and encourages people to consider the result they want prior to engaging.

The draft Colac Otway Shire Community Engagement Policy would improve on Council's current capacity and success in community engagement by embedding procedures and tools for implementation into Council processes.

Option 1 is that Council endorse the draft Colac Otway Shire Community Engagement Policy.

Option 2 is that Council does not endorse the draft Colac Otway Shire Community Engagement Policy.

Option 1 is preferred because Colac Otway Shire has expressed in its Vision, Mission and Values, a strong belief that effective governance is achieved through open leadership, and sensitivity to community needs, interests and aspirations. It is important that Council demonstrates that sensitivity through a strong commitment to community engagement. The IAP2 Public Participation Spectrum would provide a structured and systematic method of delivering on that commitment that would also enhance the culture of engagement within the Council organisation.

The IAP2 model is increasingly becoming the preferred model for community engagement in Victoria, not just for Local Government but for many other government agencies as well. It would be beneficial for Council to use a model that is widely recognised and understood across the state, from a consistency and efficiency point of view.

Council should be aware that each rising level of engagement process escalates the level of resources required to deliver and that the higher levels of engagement would have to be considered within Council's financial capacity.

Proposal

That Council endorse the draft Colac Otway Shire Community Engagement Policy.

Financial and Other Resource Implications

The implementation of this policy will involve levels of expenditure according to the circumstances and level of engagement selected. Higher levels of engagement require higher levels of funding. Higher levels of engagement for example 'Collaboration' require a higher number of engagement processes and a lengthier process.

Higher levels of engagement for example 'Empowerment' necessarily provide the community with a greater level of control over the outcome of a process. The inherent risk is that without access to full information about the cost impact in the context of Council's Annual Budget that the community may seek to commit Council to significant unanticipated costs.

Each business unit would be responsible for its own respective project's planning, implementation and resources as is currently the case. However the financial impact must be considered in balancing community expectations with Council's capacity to resource.

Risk Management & Compliance Issues

Poor engagement processes can put Council at risk of conflict with the public. Provided objectives are clear and the methods selected are appropriate this risk should be diminished.

Higher levels of engagement put Council at risk of higher costs and loss of control of outcome. As an example, the empowerment level would not be appropriate in the case of issues where Council's final position is determined by its extent of authority under legislation (eg; Planning & Environment Act or Road Management Act). Provided the process is fully consultative, and the expectations of Council and the community are fully explained this risk should be diminished

Environmental and Climate Change Considerations

There are no environmental considerations associated with this policy and procedure.

Communication Strategy / Consultation

The communication strategy adopted for the six week consultation period for the draft Community Engagement Policy endorsed by Council October 2009, followed the recommendations of the draft Policy.

The method selected was 'Consult' and included:

- Media Release
- Public exhibition of the draft Policy for a period of six weeks.
- Letters to Progress Associations and key stakeholders advising them of the draft Policy and inviting them to make written submission.

One letter was received during the engagement process supportive of the change in the draft Policy to a minimum six week consultation period with the community. (Attachment 3 Letter Dec. 2009 Lavers Hill and District Progress Association)

Implementation

If the Community Engagement Policy is endorsed staff training would be conducted to ensure compliance and comprehension of policy and procedure.

Tools such as including a requirement in the Council Officer report template as above and the project plan as noted in the procedure section of the draft policy, would be developed to ensure the policy becomes embedded in project planning and implementation.

Conclusion

Council has an obligation and a legal right to make decisions and govern on behalf of the citizens it represents. Colac Otway Shire has a strong belief that effective governance is achieved through open leadership and sensitivity to community needs, interests and aspirations. It is important that Council demonstrates that sensitivity through a strong commitment to community engagement. The IAP2 Public Participation Spectrum would provide a structured and systematic method of delivering on that commitment that would also create an organisational culture of engagement.

Attachments

1. Public Participation Spectrum (IAP2)
2. Draft Community Engagement Policy Jan 2010
3. Letter Dec 2009 Lavers Hill Progress Association

Recommendation(s)

That Council endorse the draft Colac Otway Shire Community Engagement Policy.

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# IAP2 Public Participation Spectrum

Developed by the International Association for Public Participation

**INCREASING LEVEL OF PUBLIC IMPACT**

| INFORM                                                                                                                                                   | CONSULT                                                                                                                                          | INVOLVE                                                                                                                                                                                   | COLLABORATE                                                                                                                                                                      | EMPOWER                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Public Participation Goal:</b>                                                                                                                        | <b>Public Participation Goal:</b>                                                                                                                | <b>Public Participation Goal:</b>                                                                                                                                                         | <b>Public Participation Goal:</b>                                                                                                                                                | <b>Public Participation Goal:</b>                                                                                    |
| To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. | To obtain public feedback on analysis, alternatives and/or decisions.                                                                            | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.                                        | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.                            | To place final decision-making in the hands of the public.                                                           |
| <b>Promise to the Public:</b>                                                                                                                            | <b>Promise to the Public:</b>                                                                                                                    | <b>Promise to the Public:</b>                                                                                                                                                             | <b>Promise to the Public:</b>                                                                                                                                                    | <b>Promise to the Public:</b>                                                                                        |
| We will keep you informed.                                                                                                                               | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide.                                                                                   |
| <b>Example Techniques to Consider:</b>                                                                                                                   | <b>Example Techniques to Consider:</b>                                                                                                           | <b>Example Techniques to Consider:</b>                                                                                                                                                    | <b>Example Techniques to Consider:</b>                                                                                                                                           | <b>Example Techniques to Consider:</b>                                                                               |
| <ul style="list-style-type: none"> <li>● Fact sheets</li> <li>● Web sites</li> <li>● Open houses</li> </ul>                                              | <ul style="list-style-type: none"> <li>● Public comment</li> <li>● Focus groups</li> <li>● Surveys</li> <li>● Public meetings</li> </ul>         | <ul style="list-style-type: none"> <li>● Workshops</li> <li>● Deliberate polling</li> </ul>                                                                                               | <ul style="list-style-type: none"> <li>● Citizen Advisory Committees</li> <li>● Consensus-building</li> <li>● Participatory decision-making</li> </ul>                           | <ul style="list-style-type: none"> <li>● Citizen juries</li> <li>● Ballots</li> <li>● Delegated decisions</li> </ul> |





## **Colac Otway Shire –**

# ***DRAFT Community Engagement Policy***

**October 2009**

**Policy No:**

**Date Adopted:**

**File No: GEN01688**

**Revised:**

## 1. PURPOSE

The Colac Otway Shire Community Engagement Policy details Council's commitment to the value of public participation and outlines principles and practical methods of successful engagement of the community to achieve a high level of mutual community and Council understanding, communication and deliberation in decision making.

The objectives of the Community Engagement Policy are to:

- Strengthen organisational capacity through the development of an integrated system that encourages a coordinated approach to community partnership.
- Establish clear processes and tools within a framework that can be applied with confidence across a range of issues and stakeholders.
- Build community capacity through enhanced opportunity to interact with Council in planning and decisions making.
- Ensure successful engagement by working within a continuous improvement framework that evaluates and improves approaches and knowledge.

## 2. INTRODUCTION

Council has an obligation and a legal right to make decisions and govern on behalf of the citizens it represents. Colac Otway Shire has a strong belief that effective governance is achieved through open leadership and sensitivity to community needs, interests and aspirations. Council is guided by the Council values of:

- Respect
- Integrity
- Goodwill
- Honesty
- Trust

Decisions will take into account relevant technical advice and information provided and the input from community engagement.

Community engagement fosters a sense of belonging to a community, sharing in decision making and recognition of personal community involvement and effort. Council has a commitment to building partnerships with a range of stakeholders, and seeking greater community involvement in its activities and decision making process.

Sound engagement processes build relationships with citizens. As these relationships are strengthened the ability of Council is strengthened to deal with complex issues as well as day to day delivery of services. As these relationships are strengthened the capacity of the community to respond to Council is also enhanced.

The Public Participation Spectrum developed by the International Association for Public Participation (IAP2) provides a structure that enables Council to build on existing community relationships and tools for actively increasing public participation and partnership. Attachment 1

This two-way relationship strengthening operates through differing levels of engagement depending on goals, time frames resources and level of interest in the decision to be made or the goal to be reached.

Colac Otway Shire Community Engagement Policy will be underpinned by the following principles:

- Transparency, openness and clarity -ensure stakeholders are given all the information they need to make informed contributions.

- Commitment - show respect for both stakeholders and participants in the process.
- Accessibility - provide different ways for people to participate.
- Accountability - respond to participants with information on how their contributions have influenced the outcome and final decisions.
- Responsiveness –a willingness to listen to the inputs of people who have participated in the process
- Willingness to learn – ensure the process is based on a willingness to learn from the consultation process

**2.1 Links with Council Plan**

Colac Otway Shire has committed in the Council Plan 2009 – 2013 to a Mission that:  
 “Council will work in partnership with our community and other organisations to provide:

- *Effective leadership, governance and financial accountability*
- *Affordable and effective services*
- *An advocacy and engagement approach to sustainably grow our community”.*

**2.2 Links with Best Value**

Consultation on Council services is mandatory under the Local Government (Best Value) Act 1999 which states the “all services provided by Council must be responsive to the needs of the community and that a Council must develop a program of regular consultation with its community to the services it provides.”

The Colac Otway Shire Community Engagement Policy sets out a strategic and integrated approach to community engagement and consultation.

**2.3 Statutory Obligations in Consulting with the community**

These outline the minimum statutory requirement under the relevant frameworks. They include:

**2.3.1 Planning and Environment Act 1997**

Council has a number of obligations to advertise or ‘give notice’ of planning permit applications and amendments to the Colac Otway Planning Scheme which are set out under the Planning and Environment Act 1997.

By giving notice of planning permit applications and proposed amendments Council ensures members of the community know about changes that may affect them. It also gives those affected the opportunity to voice their concerns or support for the proposed changes.

Council also has a policy of allowing the proponent and objectors to speak briefly on planning proposals and items on the agendas of its Planning Committee meetings. Some examples of documents for consultation and minimum timeframes under the Planning and Environment Act 1997 include:

| Document                      | Minimum Timeframe Required Under Act                                                        |
|-------------------------------|---------------------------------------------------------------------------------------------|
| Amendments to Planning Scheme | 28 days                                                                                     |
| Planning Permits              | 14 days – Public Notice<br>16 days – Adjoining Neighbours<br>28 days – Referral Authorities |

**2.3.2 Local Government Act**

Section 223 of the Local Government Act outlines provisions for the rights of people to make a submission to Council.

The minimum requirement for submissions from the date of publication of a public notice inviting submissions is 14 days. Some of the documents governed by Section 223 include:

| Document            | Minimum Timeframe Required Under Act |
|---------------------|--------------------------------------|
| Council Plan        | 14 Days                              |
| Budget              | 14 Days                              |
| Local Laws          | 14 Days                              |
| Road Closures       | 14 Days                              |
| Road Discontinuance | 14 Days                              |
| Intention to Sell   | 14 Days                              |
| Intention to Lease  | 14 Days                              |

Section 163 of the Local Government Act 1989 governs Special Rate and Special Charges. Council has developed a Special Charge Scheme Policy to ensure the procedures for the creation and implementation of contributory projects in providing works and services authorised under Section 163 are consistent and equitable, and as a guide for the fair and reasonable distribution of costs for those persons obtaining a special benefit.

The Act requires Council to give public notice of its intention to declare a Special Charge at least 28 days before making the declaration. People can also make submissions on Special Rates and Special Charges under Section 223 of the Act.

Council is meeting its statutory obligations in following the requirements of these legislative frameworks.

However, Council can use the methods outlined in this policy and guidelines as a basis for determining the approach to and extent of the consultation process.

**3. SCOPE OF THE POLICY**

This policy applies to all full time, part-time, and casual Council officers and volunteers of Colac Otway Shire and the associated departments that are intending to undertake a consultation process with the community.

This policy and associated guidelines should be used as a basis for planning the consultation process for any document, policy or strategy not governed by state legislative frameworks. This includes initial consultation with the community prior to a document undergoing an official consultation process.



This procedure does not govern the community consultation processes undertaken during the implementation of Special Charge Schemes.

The Communications Coordinator is the key contact for any staff member undertaking consultation. The fortnightly Interdepartmental Managers Meeting will review and advise on all individual engagement processes.

The method of consultation within the IAP2 framework should be determined by utilising the attached guide. (Attachment 1)

#### 4. DEFINITIONS

**Community** is a broad term that defines groups of people brought together through a common interest such as geographic location, common business or industry link, community club or sporting club affiliation, environmental sustainability or a particular environmental or land use planning issue.

**Engagement** is also a broad term that encompasses a range of interactions with people such as simple one way information sharing or more involved levels of consultation.

**Council community engagement** is the participation of Council and community in a two way relationships to achieve a particular outcome or resolve a range of issues.

**Public Participation Spectrum** is a tool developed by the International Association for Public Participation (IAP2). The spectrum of engagement demonstrates different levels of engagement for example:

- **Informing** the community of policy directions.
- **Consulting** the community as part of the process to develop policy or build community awareness and understanding.
- **Involving** the community through a range of mechanisms to ensure that issues and concerns are understood and considered as part of the decisions making process.
- **Collaborating** with the community by developing partnerships to formulate options and provide recommendations.
- **Empowering** the community to make decisions and implement and manage change.

**Stakeholder** - A stakeholder or stakeholder group is any individual or group who may be involved in, affected by, or expresses a strong interest in, the management of a particular resource or area.

**Primary Stakeholders** - are those directly, ultimately or mostly affected by a proposal/project. They are generally those groups with some level of dependence on the resource or a long association with it. In most projects, primary stakeholders will be categorised according to social analysis. Thus, primary stakeholders should often be divided by gender, social or income classes, occupation or service user groups. In many projects, categories of primary stakeholders may overlap.

**Secondary Stakeholders** – are those that have a public or special interest or stake in the project. They are often those groups who have an intermediary role or a collective voice through a consultation process.

#### 5. TRAINING REQUIREMENTS

Staff will be provided with training to ensure compliance with the policy and attached guide.

## 6. POLICY

### 6.1 Principles of Good Engagement

According to Best Value Victoria (VLGA) the following principles underlie all good engagement practice, and as such, will be adopted and incorporated into this policy.

#### 6.1.1 Participation/Inclusiveness

Community members are welcome and encouraged to initiate discussion with Council. There are a number of ways in which this can occur, however, it is up to the individual or organisation to choose the method that they consider best suits their need or the issue at hand.

All affected and interested parties will be encouraged to participate in engagement. Equal opportunity and accessibility for participation will be given to all members of the community taking into account geography and diversity of the Shire.

Representatives may be selected to work with Council. Engagement will be sensitive to the needs of particular individuals or groups to maximise their ability to contribute. Council will actively seek out individuals for engagement.

#### 6.1.2 Focus

- The rationale behind engagement will be clear
- The purpose of engagement will be documented in a clear statement
- Chosen engagement methods will be appropriate for the task or issue
- An engagement plan will be developed for every significant project, policy development and strategy and will be presented to Council as part of the endorsement of the draft document.

#### 6.1.3 Provision of information

People who are to be consulted must be given sufficient information to be able to provide informed input.

#### 6.1.4 Timing

The engagement process will be timed to ensure that community members are able to identify the issues and that community input is able to influence the decision-making process. Sufficient time will be allocated to ensure the greatest opportunity for input from all stakeholders.

The official consultation period, during which Council receives submissions on documents, strategies and policies, will be six weeks. This timeframe does not refer to consultation conducted prior to a document being endorsed by Council for public comment.

Council will endeavour at all times to allow a reasonable period of time for public response during a period of community consultation. Officers should note that many interested persons are often not in their principle place of residence during holiday periods and consider the appropriateness of undertaking consultation during these times or make allowances. Officers should also note that many stakeholder groups such as Clubs or Committees meet only once a month and a six week time frame would generally be more appropriate ensure that the respective stakeholder group has the opportunity to agenda and discuss the relevant strategy, policy or Council decision. Timeframes will be extended beyond minimum requirements where applicable.

Council will agree to the following minimum timeframes for key council documents determined by Council as appropriate for community engagement processes. The justification for a decision on the appropriateness of engagement for example on internal Council 'New Policies' must be included in the report to Council to enable Council to make an informed decision.

**Agreed Minimum Timeframe for Key Council Engagement Documents**

| Document        | Timeframe |
|-----------------|-----------|
| Council Plan    | 6 weeks   |
| Council Budget  | 6 weeks   |
| New Policies    | 6 weeks   |
| Local Laws      | 6 weeks   |
| Structure Plans | 6 weeks   |
| Strategies      | 6 weeks   |

Shorter time or longer frames may be appropriate depending on statutory requirements or other circumstances related to external deadlines. The justification for the proposed time frame must be included in the report to Council to enable Council to make an informed decision or recommend alternative action.

**6.1.5 Responsiveness and feedback**

The engagement process will be transparent, providing community members with knowledge and understanding of how their input will be used. Council will consider submissions from all participants and community members. The engagement process will include continuous feedback. Council will make reasonable attempts to resolve conflicts, if they arise, and reach equitable, appropriate solutions. Council will communicate their decision with those involved in the engagement process.

**6.1.6 Evaluation**

If a difference occurs between community input and Council's final decision, the reasons will be clearly and unambiguously stated. As part of its commitment to the effectiveness of engagement, Council's associated decision making process will be evaluated after a final decision has been made.

Participants will receive feedback about their input and how the final decision was reached.

**6.17 When Will Engagement Occur?**

Different issues and situations will call for different levels of engagement and different methods according to the IAP2 Spectrum. Examples of the different levels of decision making requiring different approaches to consultation are:

- **Site specific** – Matters about a particular site such as a change in use or sale of a property, excluding matters to be decided under the Planning and Environment act.
- **Area Improvement** – Matters that affect people in a neighbourhood or township e.g. change in service delivery, township strategy or structure plans.
- **Service planning for entire municipality** – To develop or improve a service that would see a significant change in the level of service.

- **Policy Development** – To develop or improve policies or Council's position on particular matters. This does not include internal operating procedures.
- **Key strategic issues/Major Development** – A project that, because of its size, could impact on the finances or future of the whole municipality.
- **Strategic Plans for the Shire** – Establishing the decision-making framework of Council. For example, the Council plan.
- **Legislative Requirements** – This refers to all prescribed activity under the Local Government Act (1989) and any other relevant Acts.

#### 7. RELATED LEGISLATION

- Local Government Act (1989)
- Planning and Environment Act 1987
- Information Privacy Act

#### 8. RELATED POLICIES/PROCEDURES/GUIDELINES

- Community Engagement Procedure
- Media Relations Policy and Guidelines
- Information Privacy Policy
- Special Rates and Charges Policy

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# Community Engagement Procedure

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## 1. PURPOSE

This procedure aims to provide Colac Otway Shire staff with clear guidelines as to how to prepare and execute a Community Engagement process.

## 2. INTRODUCTION

Colac Otway Shire has a strong commitment to building partnerships with a range of stakeholders, and seeking greater community involvement in its activities and decision making process.

This procedure outlines a number of methods Council will use to gain community input into its service delivery decision making processes. It will identify the process for determining the level and methods Council will use to engage the community.

## 3. SCOPE OF THE POLICY

This policy applies to all full time, part-time, and casual Council officers and volunteers of Colac Otway Shire and the associated departments that are intending to undertake an engagement process with the community.

This policy and associated guidelines should be used as a basis for planning the engagement and consultation process for any document, policy or strategy not governed by state legislative frameworks. This includes initial engagement with the community prior to a document undergoing an official consultation process.

This procedure does not govern the community engagement processes undertaken during the implementation of Special Charge Schemes.

The Public Relations Coordinator is the key contact to advise any staff member undertaking community engagement. The community engagement plan may also be referred through the appropriate Unit manager to the Interdepartmental Meeting for assessment and advice.

## 4. TRAINING REQUIREMENTS

Staff will be provided with training to ensure compliance with this procedure.

## 5. PROCEDURE

Prior to any community engagement, Council staff will be required to develop an engagement plan based on the Public Participation Spectrum developed by the International Association for Public Participation (IAP2). Attachment 1

This plan should include reference to the timeframe, taking into account agreed minimum timeframe for key Council engagement documents (See p7). It should also include reference to the method of engagement selected from the IAP2 Spectrum. The plan is to be presented to Council as part of the report to endorse the project or document for public comment. Reference to the plan and its key elements must also be included within the Council report under the heading Community Engagement.

### 6.1 Scoping a Project for Community Engagement

The following steps should be taken to ensure the completeness of any engagement process

#### Research

- Identify the range of issues that may be involved
- Identify any policies or strategic plans of council that may impact on any of these issues

- Identify any residents groups or other groups that may have an interest in any of the issues
- Establish what the responsibilities of council are in relation to each of the core issues that have been identified

### Setting the Framework for the Engagement

- Define the purpose of the engagement
- List specific aims
- Define all the internal stakeholders
- Define all the external stakeholders
- If an issue is likely to be controversial always consider including an independent expert who can develop credibility with both sides
- Using the IAP2 Spectrum decide the most appropriate way for working out how to reach these audiences.

### Plan the Consultation Process

- Prepare a timetable for consultation that is realistic
- Establish that you have the necessary budget including for any analysis and reporting
- Prepare the initial information on which the engagement will be based
- Circulate this information or provide access to it for all the stakeholders you have identified

## 6.2 Engagement Methods

Please note: Hard copies of documents for public comment should be made available for inspection at Council's Colac and Apollo Bay Customer Service Centres and from Library Services in the Shire in ALL instances.

- **Print Media** – Advertisements in local print media are an important means of advising the community about an engagement matter. Print Media could include local newspapers such as The Colac Herald, The Echo, or regional newsletters such as The Otway Light, Apollo Bay News Sheet or Birregurra Mail. The choice of where to advertise and advertising frequency should be guided by a requirement to maximise the opportunity to reach key stakeholders.
- **Website** – Information will be placed on Colac Otway Shire's internet site at [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au). Residents can provide feedback via Council's email address [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au).
- **Colac Otway Shire's Community News Column** – This column will be an avenue for information about community engagement activities/events.
- **Write a Letter** – This is a personally addressed letter to all affected households. It will outline the issues and invite comment. It will always indicate where the comment should be directed within Council. Citizens may initiate an exchange through this medium.
- **Township and Community Groups** – Local Progress Association and Community Groups are a valuable means of giving and receiving feedback on a range of issues. When the issue is localised it may only be selected individuals or associations that are consulted.
- **Media Release** – This involves issuing media releases and conducting interviews with local journalists. The media release will be made available to local television, newspapers and relevant community newsletters.
- **Survey** – This is a statistically correct survey of particular qualitative and quantitative data. The data may include individual's attitudes, beliefs or information.

- **Letterbox drop** – Council seeks feedback through an unaddressed leaflet or flyer delivered to an affected area. The flyer will summarise the relevant issues.
- **Personal briefings** – These are held at the request of a member or members of the local community to discuss a particular issue with a responsible officer, which may include a Councillor(s).
- **Focus groups/review groups/forums** – These are discussion groups of around 15-20 people, usually led by a trained person or appropriate staff member. The participants are invited because they are residents or because they have a particular interest, involvement or stake in the subject being discussed. The group may be made up of professionals and/or residents with particular skills and competences relevant to the issue. The purpose is to find out the range of options that exist on a particular topic. Focus groups cannot measure how widely those various opinions are held in the community.
- **Public Meetings/Information Sessions** – These may be held at a community venue, at the site of the matter under engagement, or at the Council offices. Invitations will be sent by either an advertisement, letterbox drop or via the media.
- **Telephone** – Two way communication between Council and resident (initiated by either)
- **Mediation** – Independent mediators may be appointed by Council to either manage a consultation or engagement process or to provide independent advice on the issue.
- **Receive petitions** – Council receives and responds to petitions generated by residents/stakeholders and reacts appropriately, in accordance with Colac Otway Shire Local Law.
- **Workshops** – Workshops may use a number of different styles and presentation formats as a means of involving communities in the engagement process. The workshop could include techniques such as storyboarding (to plan action and suggest means of problem solving), mind maps (brainstorming exercise for exploring solutions to problems), soap boxes or speak out (where individuals are provided with the opportunity to provide an opinion or information within a specified time period), or kitchen table discussion (small informal meeting usually in someone's home or a local café).
- **Exhibitions/Street Stalls/Festivals** – Informal methods of communication allowing community engagement and consultation to take place “where the people are.” It is important that the individuals conducting the exhibitions etc be sufficiently briefed and prepared to deal with a wide range of issues raised by the community.
- **Posters** – A simple poster placed in a high profile area (post office, noticeboard, corner store etc) could help you reach secondary stakeholders or help reinforce key aspects of the consultation process.
- **Photovoice** – A process of collecting information and expressing issues and concerns through photography. Community members may be provided with disposable cameras or film which enables them to record things as they see it and provide examples. This tool is useful for both policy and planning.

## 6.6 Evaluation

Evaluation is imperative to the ongoing development and refinement of the Community Engagement process. Feedback and monitoring should be encouraged throughout the entirety of the engagement process. Evaluation can assist in identifying what has been learned and what

might be done better. The evaluation should focus on both the impact and process of community engagement. It should include the views of participants about the value of the exchange, especially whether the consultation process achieved its objective and whether the methods used were suitable.

### **6.7 Conclusion**

Whichever IAP2 level of community engagement or methods chosen, the process needs to be open, responsive, inclusive, consistent and accountable.

Council should make a concerted effort to confer with all parties for whom there are issues, which may be of interest or concern. There is a need to recognise that different methods may need to be employed to reach different groups or individuals, and to allow for variations in circumstance.

Council should guard against the possibility of being unduly swayed by vocal or influential minorities. Satisfactory engagement also requires that the community is given adequate time and opportunity to respond during any consultation process.

Council must meet its obligations giving prompt and effective feedback and following through with any undertakings it gives.

## **6. RELATED LEGISLATION**

- Local Government Act (1989)
- Information Privacy Act
- Planning and Environment Act 1987
- Information Privacy Policy
- Special Rates and Charges Policy

## **7. RELATED POLICIES/PROCEDURES/GUIDELINES**

- Community Engagement Policy Oct 2009
- Media Relations Policy and Procedure



## Engagement Template

This template should be used as a guide to develop your Community Engagement Strategy. Your engagement strategy should form part of the planning process for your project.

### 1. Determining the need for engagement (Research phase)

This addresses the principle focus to ensure that the engagement is purpose driven and the type of engagement chosen from the IAP2 Spectrum is appropriate to the task.

- What is the issue or issues to be resolved?
- Are there any policies/strategic plans of council that may impact on any of these issues?
- What are Council's responsibilities in relation to any of the core issues identified?

### 2. Determining Objectives for the Engagement

- What outcome are you trying to achieve?

More than one method of engagement may be needed to achieve a successful outcome.

| Objectives | IAP2 Spectrum | Methods |
|------------|---------------|---------|
|            |               |         |
|            |               |         |
|            |               |         |
|            |               |         |
|            |               |         |
|            |               |         |
|            |               |         |
|            |               |         |

### 3. Identifying Stakeholders

| Stakeholder | Concerns |
|-------------|----------|
|             |          |
|             |          |
|             |          |
|             |          |
|             |          |
|             |          |
|             |          |
|             |          |

### 4. Design Of Key Messages

What do you want to communicate to stakeholders involved in the engagement process? What information do they need to know to make an informed decision? What information could stakeholders get wrong or misunderstand?

Use plain English and keep messages short. Remember the less key messages the easier it is for stakeholders to retain information.

### 5. Develop a Timeline for Project Completion

### 6. Evaluation

For each of your objectives consider how you will know when you have achieved success.

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| Objective | Performance Indicator |
|-----------|-----------------------|
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|           |                       |
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|           |                       |
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|           |                       |

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## Lavers Hill and District Progress Association

Reg. no. A00196177

Secretary: C J Harkin  
C/- PO, Lavers Hill Vic 3238  
Phone: 03 5237 3196

8-12-09

Rob Small, CEO  
Colac Otway Shire

Dear Rob

I understand that Colac Otway Shire is considering its Community Engagement (consultation) policy.

Lavers Hill and District Progress Association (LHDPA) strongly supports that the consultation period should be six weeks. (possibly longer if the six weeks includes school or public holidays.)

Like most small community groups, LHDPA meets monthly. A six weeks consultation period allows enough time for the matter to be discussed at the group's next meeting and a position to be determined, and for the secretary to have time to write up a submission and send it to Council. Short consultation periods are tokenistic and breed community discontent, as community groups have to scramble to get a submission in on time. Short consultation periods make community groups feel that their input is neither valued nor wanted.

Any competent and well organised Council should be able to give its residents and ratepayers six weeks to consider matters out for consultation.



Chris Harkin,  
Secretary, LHDPA 5237 3196

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**OM102701-13****G21 REGIONAL LAND USE PLAN**

|             |                                    |           |              |
|-------------|------------------------------------|-----------|--------------|
| AUTHOR:     | Jack Green                         | ENDORSED: | Rob Small    |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | G21 GEN01711 |

**Purpose**

To seek Council's support for Colac Otway Shire's continued participation in the development of a G21 Regional Land Use Plan and for the matter being referred to the 2010/2011 budget process.

**Declaration of Interests**

Officers involved in the steering committee or preparation of this report have no direct or indirect interests.

**Background**

Over the last four years Council has undertaken a significant strategic planning program including completion of structure plans for Colac and Apollo Bay, a Rural Land Strategy and a Planning Scheme Review which recommended improvements to the structure and efficiency of the Scheme. Amendment C55 incorporated the above work into the Colac Otway Shire Planning Scheme including a revised Municipal Strategic Statement (MSS) and the outcomes of the Great Ocean Road Region Landscape Assessment Study (GORRLAS). In addition to the above Council has also completed a structure plan for Kennett River, Wye River and Separation Creek and has incorporated the findings of the Colac Otway Heritage Study into the Planning Scheme via the introduction of the Heritage Overlay and Schedule. Work is currently well underway on structure plans for Birregurra and Forrest as well as a Rural Living Strategy and a Car Parking Study for Colac and Apollo Bay.

Council is also represented on the G21 Planning and Services Pillar, which has been established to address strategic planning issues across the G21 Region, by the General Manager Sustainable Planning and Development and the Planning and Building Manager.

There have also been a number of significant strategic planning projects being undertaken in our neighbouring regional municipalities, the flow on effects of which have the potential to have an impact on the Colac Otway Shire over time. The most notable of these probably being the Armstrong Creek Urban Growth Area, in the City of Greater Geelong. The rapid growth being experienced in the Golden Plains Shire and the Surf Coast Shire, also have potential to have a significant impact on the future development of Colac Otway.

While undertaking the work on their MSS, the City of Greater Geelong identified the need for an Urban Growth Strategy for the next 30 years for Geelong and at the same time G21 and the State Government identified the need for a regional land use plan which planned for the growth of the region over the next 30 to 50 years.

Officers consider that the work required to be undertaken for the Geelong urban growth strategy would be better done in a regional context and this has been supported following further discussions by the G21 Planning and Services Pillar representatives. This will ensure that the role of all municipalities within the G21 Region, including Colac Otway, will be properly considered and recognised in the plan outcomes.

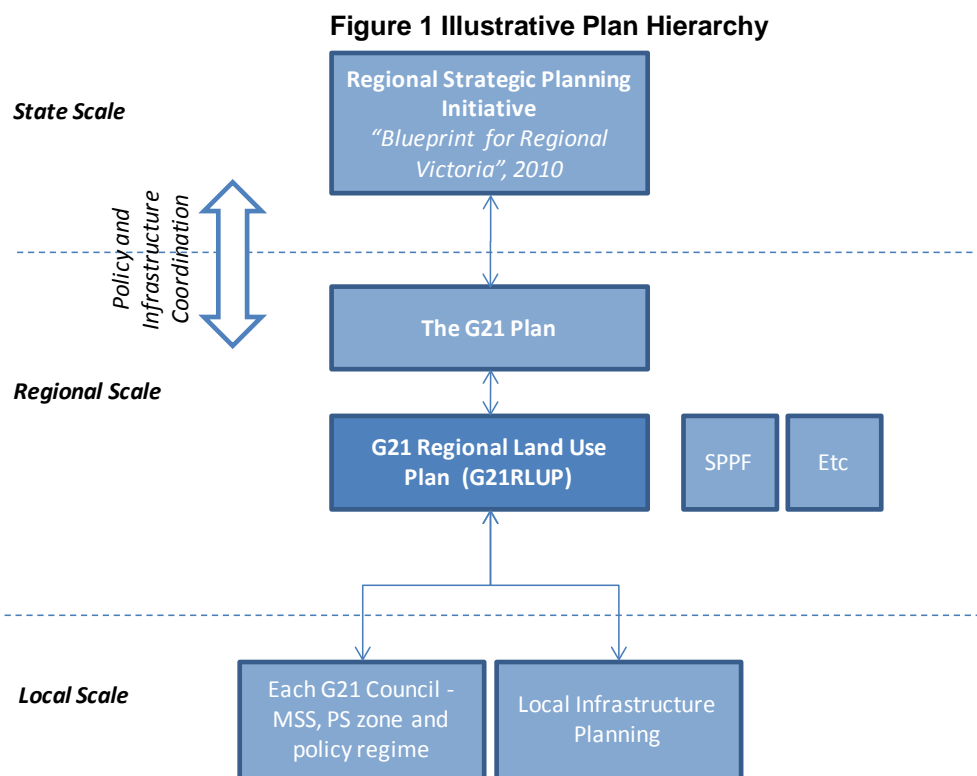
As recently reported the State Government has released a discussion paper entitled 'Provincial Victoria: Directions for the next decade' which aims to provide a broad framework

for managing growth and change and set policy direction for future government investment in provincial Victoria.

The discussion paper advocates for a regional strategic planning model with the development of five (5) regional strategic plans across Victoria (to be completed by June 2010) which will be linked with the policies and programs developed in the Blueprint for implementation. Colac Otway Shire Council is part of the Barwon South West Region including the sub regions represented by G21 and Great South Coast.

The discussion paper identifies the importance of developing Regional Land Use Plans (RLUP) as key linking strategies. Such a project has already been flagged in the G21 Plan in the context of increased population forecasts for regional centres associated with Melbourne’s growth.

The diagram below identifies where the proposed plan fits within the hierarchy of strategic plans.



**Illustrative Plan Hierarchy** v0..2  
**G21RLUP**  
**December 2009**

The G21 Planning and Services Pillar representation has received funding from DPCD, under the auspice of the City of Greater Geelong, to scope the development of a Regional Land Use Plan (RLUP) for the G21 region. To date the G21 Planning and Services Pillar has run 3 workshops (facilitated by Capire consulting group) with key stakeholders (the 5 Councils, Department of Planning and Community Development (DPCD), Department of Industry, Innovation and Regional Development (DIIRD), Regional Development Victoria (RDV), VicRoads, Barwon Water, G21, Committee for Geelong) to focus on the purpose and scale (level of detail), outputs and desired content of the Plan, and a process for delivery (including project governance).

A smaller project group comprising senior representatives from DPCD, RDV, DIIRD and Department of Transport (DOT) and the five G21 council planning general managers/directors has met on two occasions to further refine the project scope, again with project management support from the consulting group, Capire.

### **Council Plan / Other Strategies / Policy**

The 2009/2013 Council Plan identifies the following objective for Leadership and Governance; *'Council will fulfill its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible, and meets the needs and practical aspirations of current and future generations'*. A key strategy to achieve this objective is to; *'Advocate for improved infrastructure, services and utilities provided to our community by other organisations or levels of Government and in relation to environmental issues'*. One of the Actions to implement this strategy is a commitment to participation in G21 and Great South Coast resource sharing forums and negotiations on regional strategic objectives.

The future RLUP is likely to have future statutory implications and potentially require planning scheme implementation via the State Planning Policy Framework and MSS of each Council. It will assist Council when undertaking its own strategic planning by providing increased direction on anticipated settlement patterns.

### **Issues / Options**

The project plan anticipates the plan being produced in collaboration (working and funding) with the five G21 Councils and key agencies of DPCD, DIIRD, RDV and DOT.

The RLUP would be aspirational while setting realistic targets, be guided by identified constraints and opportunities and pitched at a high level – i.e it would not include detailed precinct or structure planning. It is anticipated that such a plan will identify key opportunity nodes, their role and potential land allocation, key infrastructure requirements, development principles and implementation measures. More detailed future planning of any growth nodes (i.e urban growth plan or precinct structure planning) would be undertaken by the individual councils as required through their normal strategic planning programs.

This report proposes that Council supports the continued participation of Colac Otway Shire in the development of the RLUP in conjunction with its fellow G21 member Councils and this is the preferred option recommended to Council.

Council has the option to resolve not to participate in this regionally focussed strategic project but this is considered to have significant potential negative impacts for the Colac Otway Shire through:

- limiting opportunities to access regionally targeted funding initiatives and,
- the loss of a key opportunity to investigate and establish this municipality's strategic position in the future of this region.

### **Proposal**

A RLUP will provide a framework to guide future growth in the region (residential land supply and employment land needs) beyond 2030. It is anticipated that the plan will:

- Examine future population growth scenarios for the region
- Identify geographical strategies for the location and timing of this growth within the region including the role played by different municipalities and key centres in meeting growth targets
- Identify required supportive infrastructure and associated development principles

- Identify implementation strategies (planning scheme amendment processes and tools), funding strategies (e.g. Development Contribution Plans or other relevant mechanisms), and service delivery plans (for community and physical infrastructure).

A project governance structure (refer Attachment 1) is proposed along the following lines:

- a Project Steering Group with senior council and key agency personnel. Colac Otway Shire is represented by the General Manager Sustainable Planning and Development on this group
- a dedicated Project Manager
- a Project Team comprising specialist staff from each of the 5 councils providing support to the project manager for plan development, using consultants for specialist inputs as required
- a Technical Reference Group (involving agencies such as VicRoads, Barwon Water etc).

The project plan will also identify a project methodology, key outputs, communications and engagement strategy and protocols, dispute resolution principles, overall project principles, initial information gap analysis and identify budget requirements.

#### **Financial and Other Resource Implications**

The preparation of a RLUP is an exercise that will run for 18 months over two stages as identified in the main body of the report and require substantial contribution from state government and the G21 Councils.

Funding has been provided by DPCD towards the scoping of the G21 RLUP and the State Government, through RDV, are currently investigating funding support to enable the first stage of the project to commence with remaining funds to come from existing budgets of the 5 Councils. This initial funding currently estimated at \$5,000 can be provided through a reallocation of existing strategic planning priorities and related budget allocations.

Stage 2 of the project is likely to have significant costs associated with the development of infrastructure costings and plans; infrastructure provision principles, delivery plans and models; constraint mapping relating to biodiversity, heritage including cultural heritage, landscape, flooding, sea level rise, and so on. While the state government appears eager to support a substantial financial contribution to this project as a 'pilot project' this will need to be examined via an Expenditure Review Committee (ERC) bid process in early 2010 and will also require each of the 5 councils to make modest to substantial budget bids for the 2010-2011 financial year.

Project funding is proposed via a 50/50 split for costs between State Government and Local Government with the 50% contribution from the 5 councils applying the G21 funding split criteria.

To date there appears strong support from the G21 member councils and state government towards funding the project's first and second phases.

Stage 2 funding will require consideration as part of the Council budget process and a budget bid for \$25,000 will be prepared for the 2010-2011 financial year. It is proposed that, subject to Council endorsement of the RLUP, this project will be presented as a component of the strategic planning program utilising funding provided by Council for that purpose.



**Risk Management & Compliance Issues**

The RLUP project has significant potential to develop partnerships with state government and agencies and for Council to leverage major infrastructure improvements to support services and facilities for a growing population. It appears most partners are supportive of the project and contributing to its funding. The project will need to have a good governance and communications processes given the breadth of the study area and range of challenging issues.

There are no identified direct risk issues involved in Council supporting this proposal. Potential risks would be in Colac Otway Shire not participating in this regional initiative and consequently missing out on the strategic opportunities that are likely to eventuate.

These include:

- effective land use planning to capitalise on growth opportunities that will result from the flow on impacts of significant growth in Geelong, Surf Coast and Golden Plains;
- the ability to access regional funding initiatives which are tied to participation in an integrated approach to strategic regional development planning. This is evidenced by the recent alliance of Regional Development Victoria and Regional Development Australia and the Rural Forums that have been established across the state.
- capacity to effectively participate in State Government initiatives and plans such as 'Provincial Victoria; Directions for the next decade'; and,
- the opportunity to represent the interests of the Colac Otway community at a regional level with regard to future infrastructure and development opportunities.

**Environmental and Climate Change Considerations**

The project plan process would include an examination of environmental constraints at a broad level including significant fauna and flora habitat, wetland, coastal and other significant landscapes and identify principles for further examination and response in identified growth areas. These would also be considered in the context of agricultural capacity and with future climate change implications as a key issue.

**Social Considerations**

The project will identify a range of key infrastructure needs for future growth areas including a principles approach to community infrastructure provision, affordable housing and service provision models.

**Communication Strategy / Consultation**

The RLUP process will involve the development of a detailed Communications and Engagement Strategy and the process undertaken for the Colac Otway Shire aspects of the project will be undertaken in line with the requirements of Council's Community Consultation Strategy.

**Implementation**

It is anticipated that the project timeline (commencing January 2010) will be in the order of 18 months and be undertaken in two stages: (refer milestone chart in Attachment 1). The future RLUP is likely to have statutory implications and potentially require planning scheme implementation via the State Planning Policy Framework and each Council's MSS.

Stage 1 Project Establishment and Planning: Jan - June 2010

- Advertise and appoint Project Manager
- Establish project team and office accommodation arrangements
- Formalise governance arrangements including establish a PSG, TRG and Project Team

- Complete information gap analysis (review of all key strategies and plans to establish what specific specialist consultant outputs required – i.e environmental and landscape significance mapping, urban growth and housing strategies, industry and retail strategies, community and physical infrastructure strategies etc)
- Refine Project Plan and Communications & Engagement Strategy
- Initial promotion of project including establishing web presence, key stakeholder discussions and communications bulletins
- Scope and prepare tender documentation for specialist inputs and research
- Commence background research and data collection.

#### Stage 2 – RLUP development: July 2010 - June 2011

- Constraints mapping and specialist inputs - environmental and landscape mapping, infrastructure analysis and plans etc
- Establish project vision and high level infrastructure plan
- Strategy development, testing and refining
- Stakeholder engagement and community consultation
- Finalise Strategy and Implementation Plan.

#### **Conclusion**

Over the last four years Council has undertaken a significant strategic planning program and there have also been a number of significant strategic planning projects being undertaken in our neighbouring G21 regional municipalities which have the potential to have an impact on the Colac Otway Shire over time.

In the context of the state government's 'Provincial Victoria: Directions for the next decade', the State Government and G21 have been proposing the development of a G21 Regional Land Use Plan and DPCD has now provided funding to the G21 Planning and Services Pillar to prepare a project plan for the development of this plan.

The RLUP is designed to be a linking strategy between the Provincial Victoria strategy and the G21 Region Strategic Plan. The strategy is required to identify future growth scenarios for the region in terms of urban residential and employment (industrial, retail) growth needs, geographical strategies for the location and timing of this growth and required supportive infrastructure and associated development principles and implementation strategies.

This report outlines the objectives and implementation process proposed for the RLUP and seeks Council support for continued participation in the development of the plan and that funding be referred for consideration to the 2010/2011 budget bid process.

#### **Attachments**

1. Project Governance Structure - G21 Regional Land Use Plan

**Recommendation(s)**

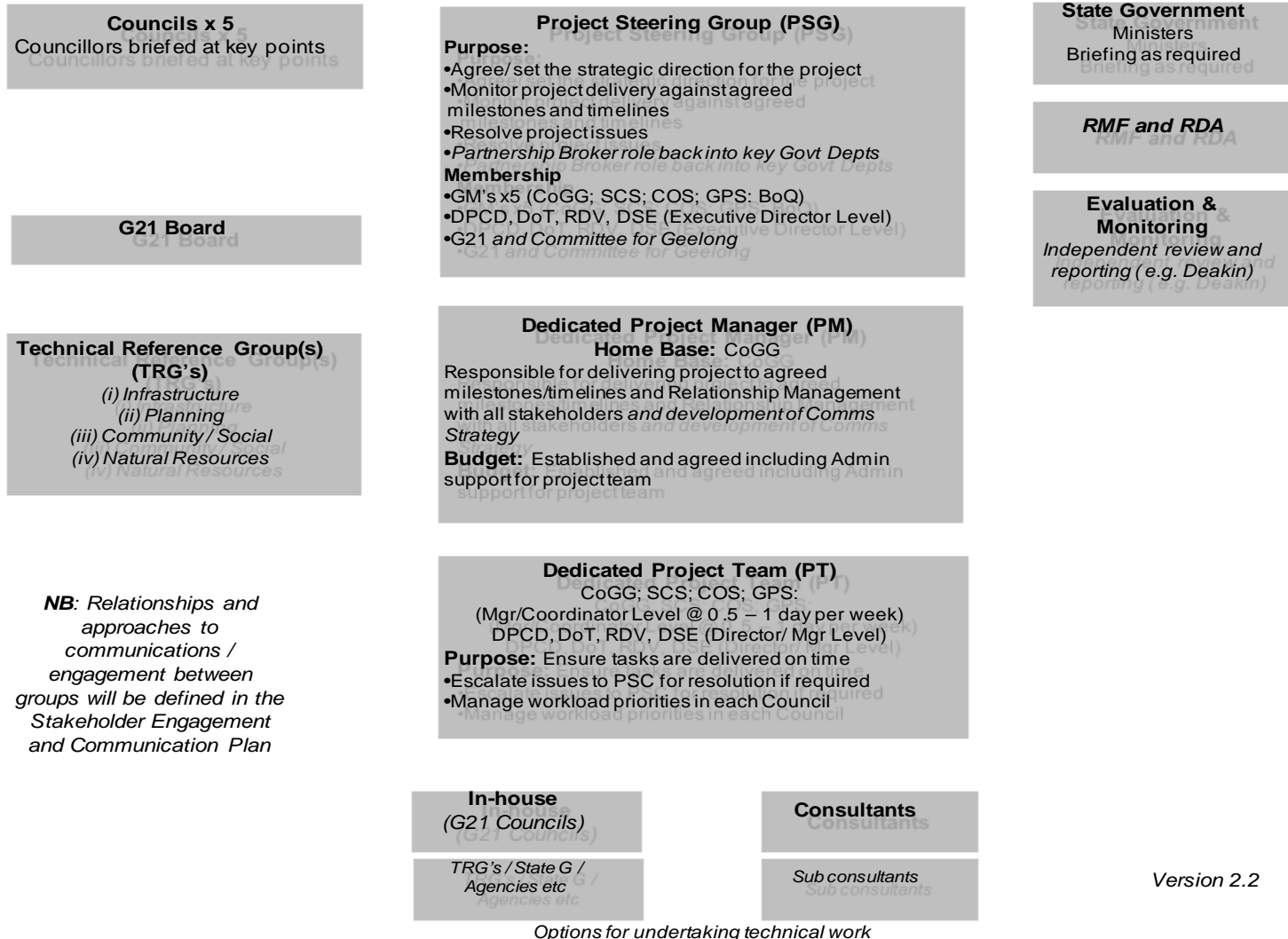
***That Council:***

- 1. Supports the continued participation of the Colac Otway Shire in the development of a G21 Regional Land Use Plan.***
  
- 2. Refers this project matter to the 2010/2011 budget process.***

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Proposed Governance Model G21 Regional Land Use Plan



Version 2.2

Table 1 G21 RLUP milestones (Illustrative Level 1 highlights only)

| Key Activity | Dec 09 | Jan 10 | Feb 10 | Mar 10 | Apr 10 | May 10 | Jun 10 | Jul 10 | Aug 10 | Sep 10 | Oct 10 | Nov 10 | Dec 10 | Jan 11 | Feb 11 | Mar 11 | April 11 | May 11 | June 11 | |
|---|---------|--------|--------|---------|--------|--------|--------|---------|--------|--------|--------|--------|---------|--------|--------|--------|----------|--------|---------|--|
| | Phase 1 | | | Phase 2 | | | | Phase 3 | | | | | Phase 4 | | | | | | | |
| i. Finalise Project scope | | | | | | | | | | | | | | | | | | | | |
| ii. Project management & scope and charter finalised / Team | | | | | | | | | | | | | | | | | | | | |
| iii. Statutory structure and status of the “plan” | | | | | | | | | | | | | | | | | | | | |
| iv. Develop (and execute) an Engagement and Communications Plan | | | | | | | | | | | | | | | | | | | | |
| v. Data and context audit | | | | | | | | | | | | | | | | | | | | |
| vi. Constraints mapping | | | | | | | | | | | | | | | | | | | | |
| vii. Establish a shared vision | | | | | | | | | | | | | | | | | | | | |
| viii. High level infrastructure planning | | | | | | | | | | | | | | | | | | | | |
| ix. Develop Draft Scenarios & Strategy | | | | | | | | | | | | | | | | | | | | |
| x. Develop Draft implementation plan | | | | | | | | | | | | | | | | | | | | |
| xi. Refine Draft strategy | | | | | | | | | | | | | | | | | | | | |
| xii. Finalise Draft Strategy | | | | | | | | | | | | | | | | | | | | |
| xiii. Evaluation and Monitoring (inc Exhibition) | | | | | | | | | | | | | | | | | | | | |
| xiv. Approvals /Final | | | | | | | | | | | | | | | | | | | | |
| xv. Evaluation and Monitoring (Ministerial approval) | | | | | | | | | | | | | | | | | | | | |
| xvi. Evaluation and Monitoring (Implementation at G21 Council) | | | | | | | | | | | | | | | | | | | | |

OM102701-14 ENVIRONMENT STRATEGY 2010-2018

| | | | |
|-------------|------------------------------------|-----------|------------|
| AUTHOR: | Stewart Anderson | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | GEN00127 |

Purpose

The purpose of this report is to request that Council endorse the final draft of the Colac Otway Shire Environment Strategy for 2010 to 2018.

Declaration of Interests

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

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 a local level. To become a signatory, Council was required to develop a Local Environmental Sustainability Priority Statement (LESPPS).

The development of an Environment Strategy is identified in the Colac Otway Shire's LESPPS as being the highest priority because an Environment Strategy enables 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 Strategy Steering Committee (ESSC) was formed in December 2008 to oversee the development of the strategy. The ESSC had the following members:

Colac Otway Shire

- Councillor (Chair)
- Manager for Environment and Community Safety
- Environment Officer (Executive Officer)
- Manager Capital Works
- Corporate Support Officer
- Manager Recreation Arts and Culture
- Manager Planning and Building

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

The development of the Environment Strategy was first discussed with Councillors at a Councillor Workshop held in February 2009. In this session Councillors were provided with the details for the process of developing the strategy and were asked to nominate a Councillor to Chair the ESSC. Councillor Stephen Hart was nominated and subsequently accepted the position.

A first draft of the Environment Strategy was developed through discussion with the ESSC and through workshops held in February 2009 with Council and Council Managers. Information was also collected from the broader community through the development of the Council Plan in March 2009. The first draft was reviewed by the ESSC in early June 2009 and a number of changes suggested. A subsequent draft of the Environment Strategy was reviewed by Council in July 2009. Further changes were incorporated in the document and a fourth draft completed in August 2009.

In September Council undertook an extensive community engagement process as part of the Strategy. The Community Engagement programme comprised four community forums and three open house sessions. Over 140 people from across the Shire were directly engaged in the development of the strategy through this programme.

The fourth draft of the strategy and the findings of the community consultation were examined by the ESSC at a meeting on 8 October 2009. Accordingly, the ESSC recommended that a number of changes be made to draft four of the strategy. These suggestions were discussed with Council at a workshop on 14 October 2009. The fifth draft of the Strategy was submitted to Council on 28 October 2009 with a recommendation that Council place it on public exhibition for a period of six weeks and invite written submissions.

Council Plan / Other Strategies / Policy

The development of the Environment Strategy aligns with requirements outlined in the following documents:

1. Colac Otway Shire Council Plan 2009
2. Colac Otway Shire Council - Annual Business Plan – Environment and Community Safety 09/10.
3. Colac Otway Shire Local Environmental Sustainability Priority Statement (2007).

Issues / Options

The Colac Otway Shire Environment Strategy is focused on four major areas:

- Council Managed Land;
- Planning and Regulations;
- Physical Works and General Services; and
- Education and Awareness.

For each of these areas the strategy identifies recent achievements, objectives for improvement and targets that are specific, measurable, achievable, realistic and timely. The strategy also includes an Advocacy and Facilitation section that was developed to address issues that are of major concern to the community which Council has only a limited ability to influence.

The Council approved the draft strategy being placed on public exhibition in October 2009. No written submissions were received during the six week public exhibition period. The lack of written responses was not surprising given the key local environmental agencies and community groups were on the steering committee and that a large amount of people were

directly engaged in the development of the strategy through workshops and open house sessions. The lack of written submissions indicates that the concerns raised by the community during the development of the strategy were taken on board and that a concerted effort was made by the ESSC and Council to ensure all of the issues raised were appropriately addressed in the strategy.

Proposal

It is proposed that Council endorse the final draft of the Colac Otway Shire Environment Strategy for 2010 to 2018.

Financial and Other Resource Implications

The Strategy will lead to the identification of actions that will have various funding and resource implications. Many of the actions will be able to be carried out within current funding and resource constraints however any new funds or resources that are required will be subject to approval in the Council budget and/or successfully obtaining external support. For example the target set for Council becoming carbon neutral by 2016 is an ambitious target that will require additional funds on top of current Council budget allocations. Estimates of the extra costs that may be incurred have been provided to Councillors and although it is not possible to guarantee future budget allocations Councillors agreed to include the target given that Council needs to demonstrate leadership to the broader community on environmental sustainability.

Risk Management & Compliance Issues

There are no risk management issues relevant to this report.

Environmental and Climate Change Considerations

There are no other major environmental considerations related to this project. Electronic copies of the strategy will be circulated unless hard copies are specifically requested in order to minimise the amount of paper used for the strategy. Recycled paper will be used for all hard copies of the strategy that are published.

Communication Strategy / Consultation

As previously stated a multi agency steering committee was established to oversee the development of the strategy. In addition a Community Engagement programme was carried out which included four community workshops and three open house sessions. Over 140 people were engaged in these events.

A summary of the community engagement findings are shown in the table below.

| KEY ISSUES | |
|--|--|
| Issues that Council can control and strongly influence | Overdevelopment/inappropriate density/ settlement boundaries |
| | Right to be able to do what we want on our land |
| | Access to Heathfield Estate |
| | Weed management and use of chemicals |
| | More recycling, less litter, more/cheaper rubbish collection |
| | Lake Colac environment |
| Issues that Council can control on its land and advocate and facilitate in other areas | Weed management |
| | Sustaining biodiversity |
| | Feral animals |
| | Reducing fire risk (esp. along roads) |
| | Degradation of waterways |
| | Maintenance of roads (esp. dirt roads) |
| | Population pressure |

| | |
|--|---|
| | Diminishing local food production |
| | Lowering carbon emissions |
| Issues for which Council can advocate or facilitate Change | Reducing fire risk (esp. fuel reduction and community preparedness) |
| | Water security |
| | Waterway and estuary health |
| | Lack of community effort |
| | Lack of integration across agencies |
| | Management of parks (esp. for weeds and fire risk) |

It is worth noting that key stakeholders will be engaged in an ongoing fashion in the development and review of action plans developed every two years which aim to achieve the targets set out in the strategy.

Implementation

If the strategy is endorsed, copies will be placed at the front desk in both the Colac and Apollo Bay Council Offices and on the Council website. Copies of the strategy will be sent to all key stakeholders and to any member of the community who requests a copy.

Implementation of the strategy will be overseen by Council's Sustainability Working Group which will develop action plans every two years. The first action plan will be developed in July 2010. The action plan will identify the following details for each of the projects and programmes identified:

- The specific target in the strategy that is being addressed;
- The Council Business Unit responsible for implementation;
- Possible funding sources;
- Possible partners;
- Relevant internal and external documents; and
- Key milestones and dates for completing the actions.

Conclusion

The final draft of the Environment Strategy incorporates feedback from Councillors, the Steering Committee and the Community. The strategy sets targets that demonstrate Council's commitment to improving environmental management within the region in a strategic manner. Council is asked to endorse the Colac Otway Shire Environment Strategy 2010-2018 for implementation with a review to be undertaken in 2014.

Attachments

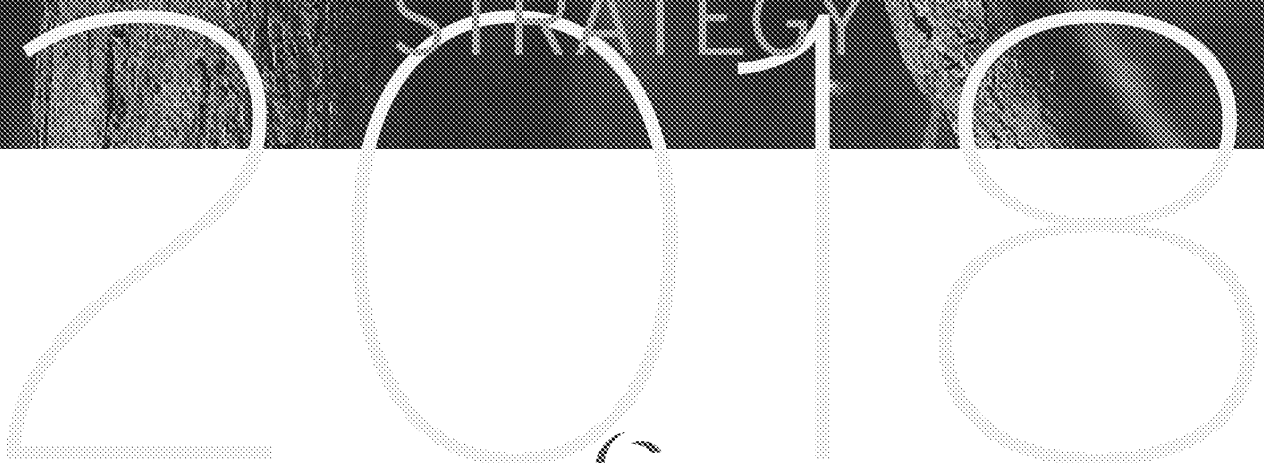
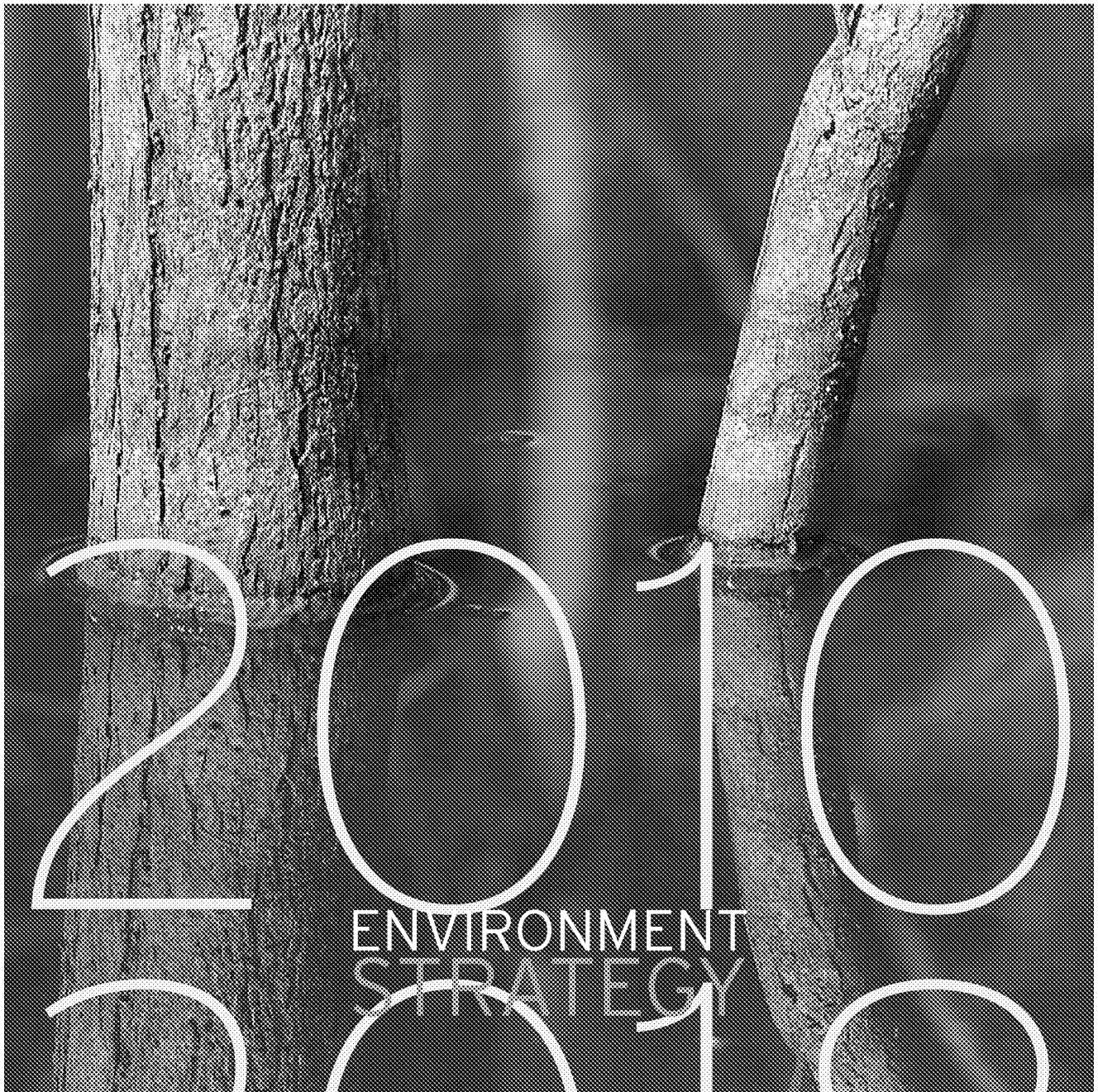
1. Environment Strategy

Recommendation(s)

That Council:

1. ***Endorse the final draft of the Colac Otway Shire Environment Strategy for 2010 to 2018.***
2. ***Require that a review be undertaken of the strategy in 2014 and a report be provided to Council on the findings.***

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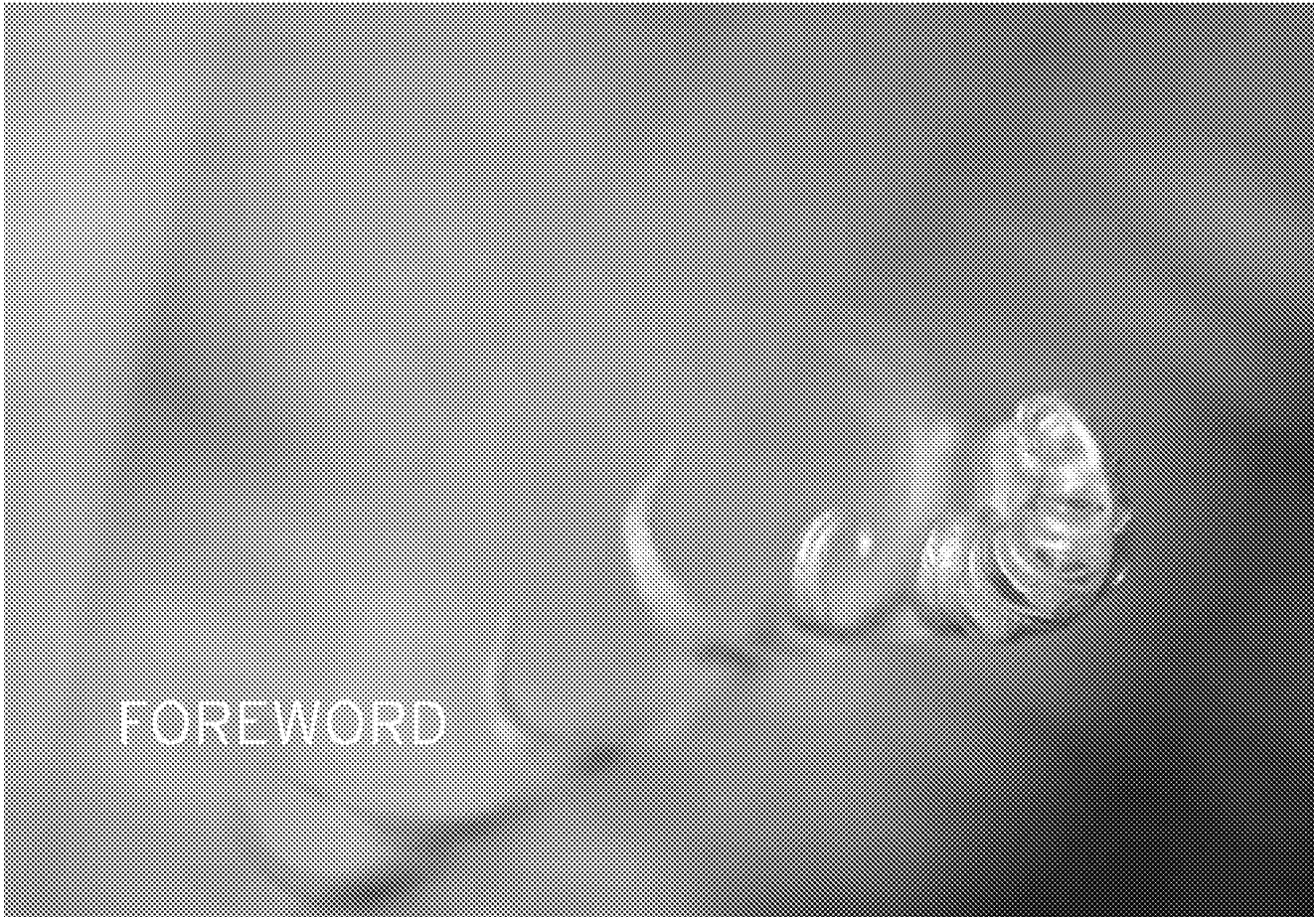
*ABOVE: The Greer Ocean Walk near  
Ave River estuary*

*FRONT COVER: The picture on the  
front cover shows blue-green algae  
forming on the stem of a plant.  
Although blue-green algae is a  
problem that occurs in waterways  
and is often caused by human  
activities it is also a naturally  
occurring phenomenon.*

*This picture is symbolic of the  
challenges we face in managing the  
environment because it highlights  
the need to understand and work  
with our complex natural systems.*

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# FOREWORD



Cf Lyn Russell

*The Colac Otway Shire is fortunate to have a very unique and precious environment that provides the basis for a healthy and prosperous community.*

*The climatic conditions, the soils, the vegetation and the internationally recognised waterways and Great Ocean Road coastline all make this a place people want to live, work, and visit.*

*Council is committed to working with the community to create a sustainable vibrant future. Achieving this vision relies heavily on protecting, enhancing and where possible restoring environmental values. Although Council is only one of many key stakeholders in environmental management it can control its own activities, strongly influence other activities and advocate on behalf of the community in relation to other environmental concerns.*

*The 2010-2018 Colac Otway Shire Environment Strategy sets ambitious targets for Council operations and identifies major issues the community want Council to try to address on their behalf. A target has been set for Council to be Carbon Neutral by 2016. This target highlights Council's commitment to sustainable environmental management and demonstrates the leadership required to tackle a major issue such as climate change.*

*The community will be provided with regular updates on the progress against the targets in the strategy and although Council is committed to achieving the targets we rely heavily on the community to achieve a sustainable vibrant future. Therefore the success of the strategy will ultimately depend on Council further developing and maintaining strong relationships with the community to protect, enhance and restore our environment.*

*Lyn E. Russell.*

Cf Lyn Russell  
Colac Otway Shire Mayor

ABOVE: *A terra firma univrs*

# ACKNOWLEDGEMENTS

## TRADITIONAL LAND OWNERS

The Aboriginal people of the Colac Otway Shire region have existed on this land for thousands of years. They nurtured the environment for thousands of years, always acknowledging an inherent responsibility to care for country and an understanding that is vital to maintain a holistic relationship with country. In terms of environmental management, Indigenous and non-Indigenous cultures must genuinely engage with each other, learn from each other, and recognise the value of black and white knowledge in regards to the environment. Working side by side, we have a greater chance of responding appropriately to current environmental challenges. Involving Aboriginal people at all levels of environmental management will benefit the whole of the community.

## SUSTAINABILITY VICTORIA

In 2007 Council 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 and Local Governments to create better environmental outcomes at the local level. To become a signatory, Council was required to develop a Local Environmental Sustainability Priority Statement (LESPP). The development of an Environment Strategy was identified in Council's LESPP as being the highest priority because setting priorities across business units at a project level is problematic in the absence of any overarching direction. Through this process Council was able to secure funding from Sustainability Victoria to develop an Environment Strategy.

## ENVIRONMENT STRATEGY STEERING COMMITTEE

The Environment Strategy Steering Committee was initiated to oversee the development of the document.

The broad function of the group was 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 Strategy with existing and new strategies, policies, plans and community networks; and
- Prepare community networks, authorities and local government for active implementation of the Strategy.

The committee membership included representation from relevant environmental organisations and the community from across different geographical and social areas in the Shire. The group was comprised of:

### Colac Otway Shire

- Councillor (Chair)
- Manager for Environment and Community Safety
- Environment Officer (Executive Officer)
- Manager Capital Works
- Corporate Support Officer
- Recreation, Arts and Culture Manager
- Manager Planning and Building
- Manager Health and Community Services

### Government Agencies

- Department of Sustainability and Environment
- Department of Primary Industry
- Parks Victoria
- Environment Protection Authority

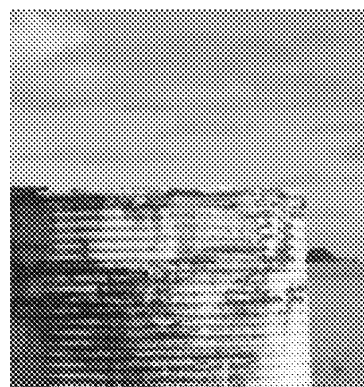
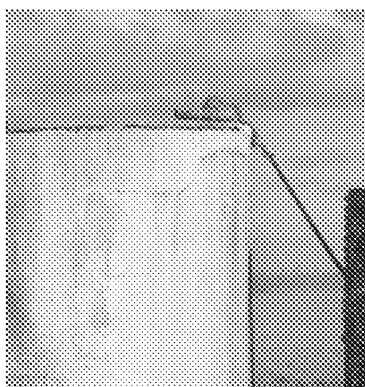
### Statutory Organisations

- Corangamite Catchment Management Authority

### Non-government Organisations

- Upper Barwon Landcare Network representative
- Southern Otway Landcare Network representative
- Lismore Landcare Network
- Greening Australia

BELOW: *Kookaburra sits in the old gum tree* CENTRE: *Water - a precious commodity*



# EXECUTIVE SUMMARY

The environment provides the basis for the social and economic integrity of the Colac Otway Shire community and has elements that are recognised at state, national and international level.

The Colac Otway Shire Environment Strategy (the Strategy) aims to protect and enhance the environment, promote sustainable use of natural resources, strengthen partnerships with key stakeholders and build community capacity through environmental education and awareness raising programmes. The Strategy has an eight year lifespan (2010-2018) with a review to be undertaken in 2014.

In order to achieve the aim the Strategy sets targets and outlines a process for identifying the actions that need to be undertaken in order to achieve the targets. The Strategy is not an action plan.

The Strategy provides the foundation for actions to be developed over time that are based on current knowledge and are adapted to the current social, economic and environmental conditions.

The Strategy sets 41 targets that are specific, measurable, achievable, realistic and timely for four major areas:

- Council Managed Land;
- Planning and Regulation;
- Physical Works and General Services; and
- Education and Awareness Raising Programmes.

A sample of the targets set in the strategy for the four major areas is shown in the table below.

|                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>COUNCIL MANAGED LAND</b>                                                                                                                                                          |
| Understand, assess and report on environmental issues and trends that affect Council managed land and develop and implement a plan of action to address them by 2012.                |
| Develop and implement a plan of action to address environmental issues on Council managed land by 2014.                                                                              |
| <b>PLANNING AND REGULATION</b>                                                                                                                                                       |
| Review the Council's planning system by 2012 and ensure it meets the needs of the community and the environment and is consistent with the State Planning and Development Framework. |
| Understand and report on the environmental impacts of Council managed land and develop a plan of action to address them by 2012.                                                     |
| <b>PHYSICAL WORKS AND GENERAL SERVICES</b>                                                                                                                                           |
| Develop and implement a Council Environmental Sustainability Policy to direct Council's work and projects, programs and services by 2012 and undertake work to ensure compliance.    |
| Council to become Carbon Neutral (zero net emissions) by 2014.                                                                                                                       |
| <b>EDUCATION AND AWARENESS RAISING PROGRAMMES</b>                                                                                                                                    |
| Develop and provide a user based information package targeted at the general community and identify any specific training needs by 2012.                                             |
| Develop and implement an ongoing training programme for staff, the public, industry and community by 2014.                                                                           |



Council currently manages a number of parcels of land that have significant environmental value. Priority is given in the Strategy to areas of high environmental value and the protection and enhancement of the environmental values in these areas. Although the Strategy does not aim to restore significant environmental values on all Council Managed land, it recognises the need to manage areas that have significant threats present such as pest plants and animals, erosion, salinity and acid sulphate soils.

The administering and enforcement of the planning scheme and other relevant regulations provides Council with the ability to influence environmental management across the landscape. Although the planning scheme provides an opportunity for Council to significantly improve environmental management across the landscape, making changes to the planning provisions is not always within the complete control of Council.

Physical works and general services are carried out by Council on behalf of the community and include everything from road works to rubbish collection. Many works require significant amounts of resources and if not undertaken carefully can cause significant environmental degradation. Targets are set in the Strategy to minimise the impacts and maximise the benefits of Council works and services for the environment.

To create a community that is prepared to address the environmental challenges, Council must encourage environmental values and develop skills of the people that live and work in the Shire including Council staff.

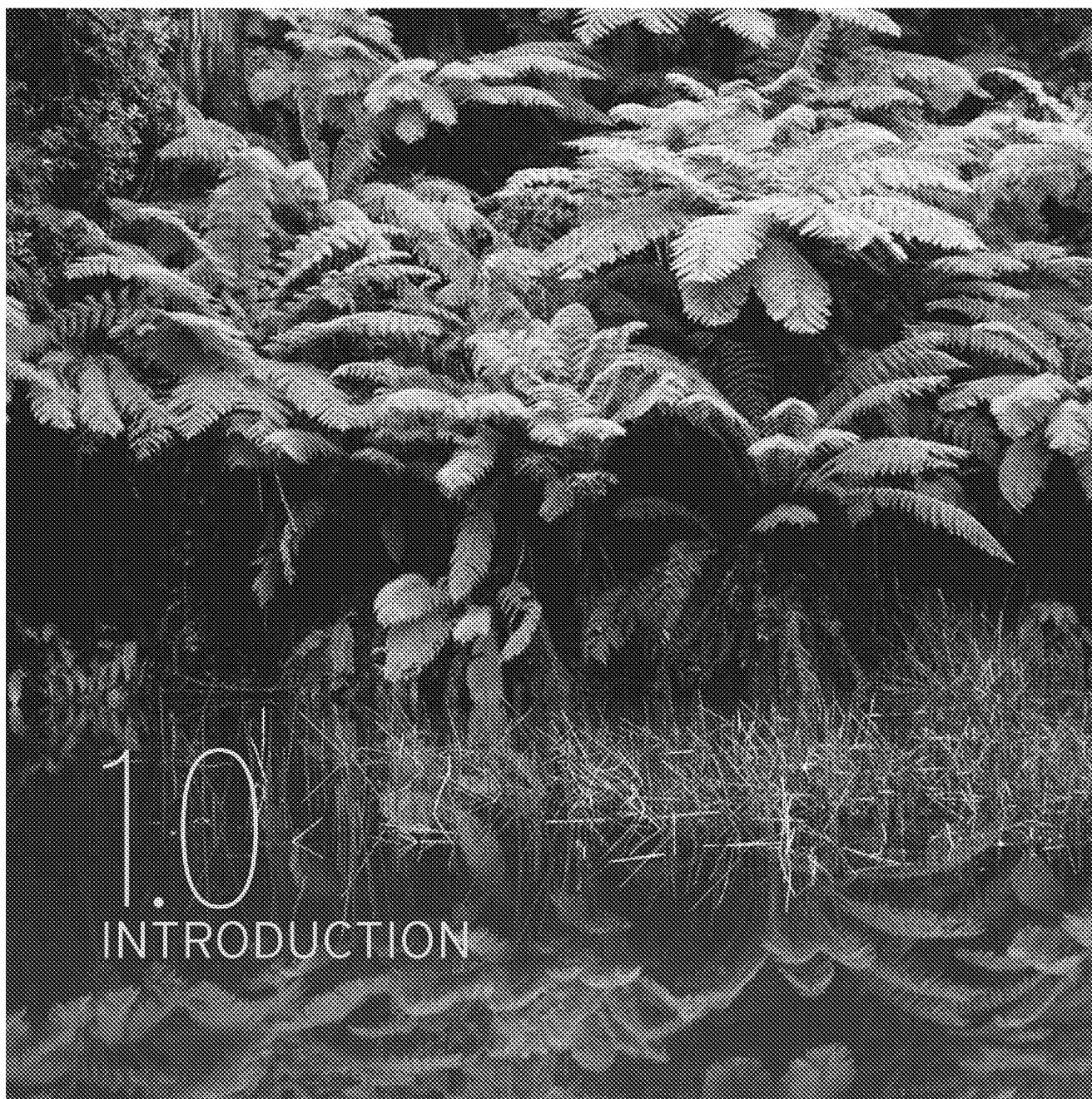
The Strategy seeks to ensure that education and awareness raising activities are integrated with other initiatives outlined in the Strategy and are tailored to the specific needs of this community.

The Strategy also recognises a number of issues that have significant implications for Council and the community, but for which Council has no direct responsibility or ability to control the outcome. Council recognises the importance of these issues and commits to advocating concerns and facilitating progress on behalf of the community with the relevant stakeholders.

Implementation of the Strategy will be achieved through the development of an action plan every two years. The two year action plan will identify priority projects and programmes that will address the targets presented in the Strategy. Progress against the targets in the Strategy will be monitored and reported on. After four years a detailed review of the objectives and targets in the Strategy will be undertaken to ensure that they remain appropriate.



BELOW: Manna gums at Lake Elizabeth



Colac Otway Shire (the Shire) is regarded as one of the most environmentally diverse municipalities in Victoria.

It comprises spectacular coastal areas, lush rain forested hinterlands and vast open plains with rare native grasslands.

The diverse environments of the Shire provide the basis for the social and economic integrity of the local community and have values that are recognised at state, national and international level. Therefore it is important that the environmental values within the Shire are protected from degradation and where possible enhanced and restored.

Since formation in 1994 the Colac Otway Shire Council (the Council) has demonstrated a strong commitment to the protection, enhancement and restoration of the environmental values in the Shire. This commitment was supported in the Council Plan 2009-2013, which states "Council will protect and enhance the environment entrusted to us, demonstrate efficient use of natural resources and minimise climate change impacts".

*ABOVE: Ferns reflect on the still surface of Lake Elizabeth*

1.1 AIM

The Colac Otway Shire Environment Strategy (the Strategy) aims to protect and enhance environmental assets in the Shire, promote sustainable use of natural resources, strengthen partnerships with key stakeholders and build community capacity through environmental education and awareness raising programmes.

In order to achieve this aim the Strategy sets objectives and targets and provides a process for identifying the actions that need to be undertaken in order to achieve the targets. The Strategy also outlines a monitoring and reporting process to allow progress against the targets to be assessed on a regular basis. The Strategy is not an action plan. The Strategy provides the foundation for actions to be developed over time that are based on current knowledge and are adapted to the current social, economic and environmental conditions.

1.2 SCOPE

As shown in Figure 1 the Strategy focuses on areas that are within Council's direct control or where Council can have a significant influence.

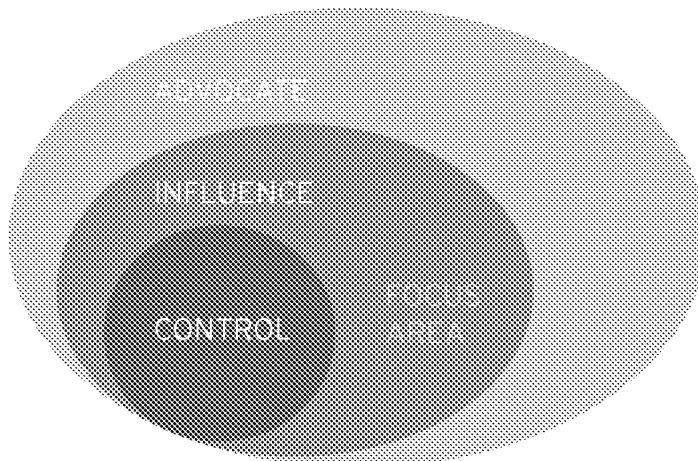
Accordingly, the Strategy sets targets for four major areas:

- Council Managed Land;
- Planning and Regulation;
- Physical and General Services; and
- Council Education and Awareness Raising Programmes.

The Strategy does not set objectives or targets for matters outside the focus area.

It is important to highlight that although the Strategy is not an aspirational document, issues of major concern to the community which Council has only a limited ability to influence will be acknowledged and addressed. These issues are identified in the section titled 'Advocacy and Facilitation'. Figure 1 shows that areas where Council can only be an advocate are not within the focus area of the Strategy, therefore targets are not set in relation to the issues identified in the 'Advocacy and Facilitation' section of the Strategy.

FIGURE 1:  
Levels of Influence



BELOW: Solar Panels

CENTRE: Community Planting along the  
Barham River

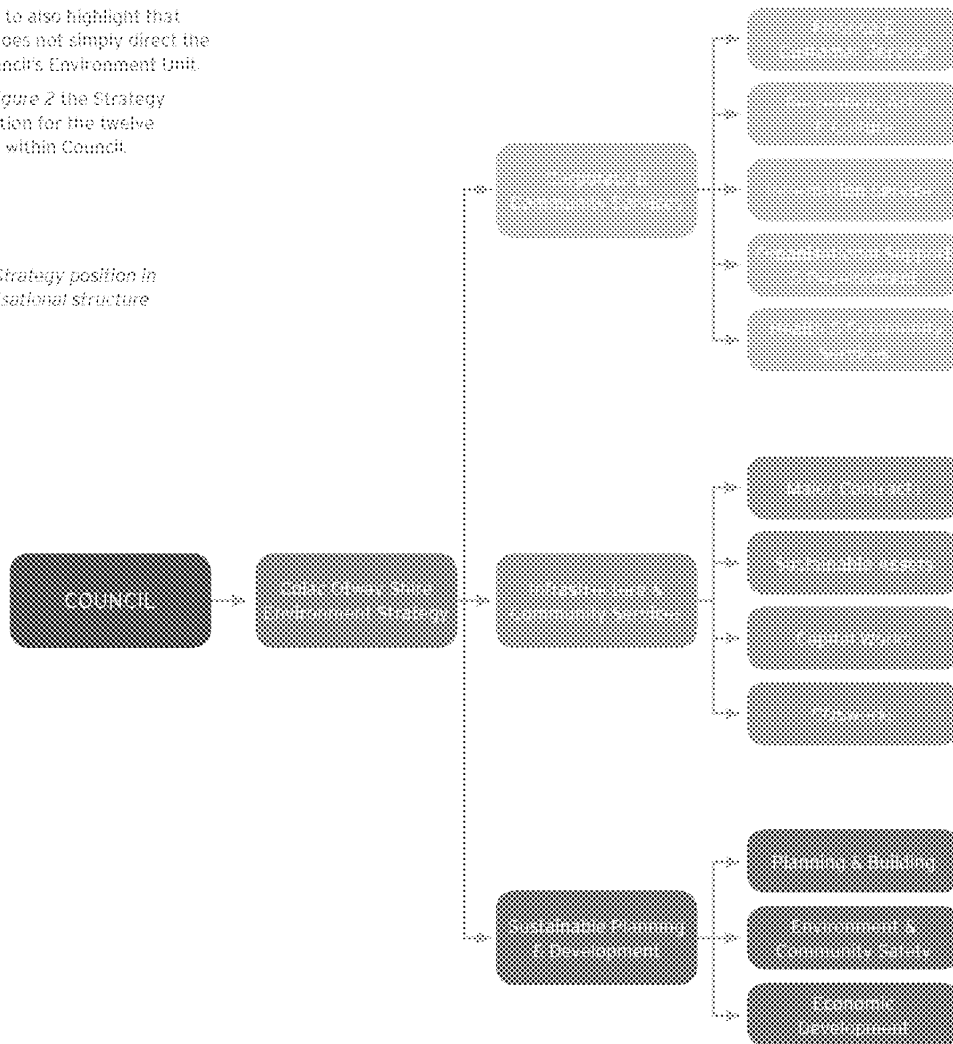
RIGHT: Lake Colac



It is important to also highlight that the Strategy does not simply direct the actions of Council's Environment Unit.

As shown in Figure 2 the Strategy provides direction for the twelve business units within Council.

FIGURE 2:  
Environment Strategy position in Council organisational structure



13. HOW THIS STRATEGY WORKS

Figures 3 and 4 show the framework for the Strategy that makes it work. Figure 3 is a simplified model that depicts how the Strategy relies on three key elements operating in a loop. Objectives and targets direct implementation of actions which are followed by monitoring, evaluation and review (MER) processes. The MER process feeds back information to the objectives and targets element. This framework ensures that the Strategy is adaptable and resilient to change over its lifespan. The colours used to depict the three key elements in Figure 3 correlate with the elements in the more detailed framework diagram shown in Figure 4.

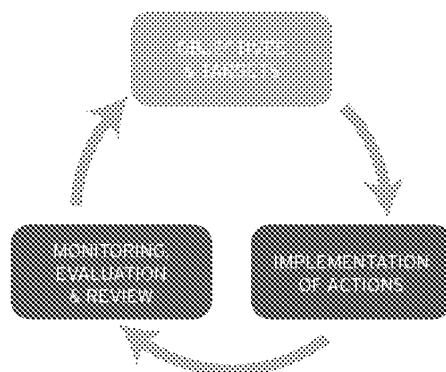


FIGURE 3:  
Framework Key Elements

1.1.1 OBJECTIVES AND TARGETS

As shown in *Figure 4* the Council Plan sets the overarching strategic direction for the Strategy. The Strategy has been developed to have an eight year lifespan (2010-2018) with a review to be undertaken in 2014 that aligns with the development of the next Council Plan. This will allow any new directions set by Council, plus information gathered through monitoring, to filter down and influence the strategic direction of Council's environmental management.

As previously stated the Strategy is focused on four key areas:

- Council Managed Land;
- Planning and Regulations;
- Physical Works and General Services; and
- Council Education and Awareness Raising Programmes.

For each of these areas the Strategy identifies recent achievements, objectives for improvement and targets that are specific, measurable, achievable, realistic and timely (SMART targets).

As previously explained there is an advocacy and facilitation section that identifies issues that Council cannot control and therefore cannot set targets for.

Although there are no objectives or targets set in this section, the issues identified will be considered in the implementation phase and actions identified to address them.

BELOW: *Caitlin Lyons, Andrew Barber and Tom McVilly enjoying Colac Otway Shire Council's environment program*

RIGHT: *Lockout or Molts Rest*



1.1.2 IMPLEMENTATION OF STRATEGY

The Strategy does not identify actions. However, actions that contribute to the achievement of the targets set in the Strategy will be identified in a separate plan. Section eight of the Strategy sets out the process and standard requirements for the development of an Action Plan every two years. The actions identified in the plan will be included in Business Plans for the various business units across Council shown in *Figure 2*. This will ensure that the actions are budgeted for and carried out in a timely manner.

This approach allows new knowledge and experience to be used every two years to identify the most effective actions for achieving the targets in the Strategy. Identifying actions many years in advance (i.e. 4-8 years) in this document would be inappropriate, given that they would not have a guaranteed budget, and new knowledge and experience may identify actions that will achieve the targets more effectively.

Council's current Sustainability Working Group (SWG) will become the key committee in implementing the Strategy. Council's Environment Unit provides the executive support for this committee that is chaired by the Chief Executive Officer. As stated in the Terms of Reference (TOR) for the SWG, the group's function is to plan for and aid implementation of Council's current and future environmental sustainability strategies and projects.

Although the SWG currently has a strong focus on energy and resource consumption, there is scope to revise the TOR to ensure that other environmental issues are covered. The memberships of the TOR will require adjustment to ensure appropriate representation from across Council's business units.



1.1.3 MONITORING AND REPORTING

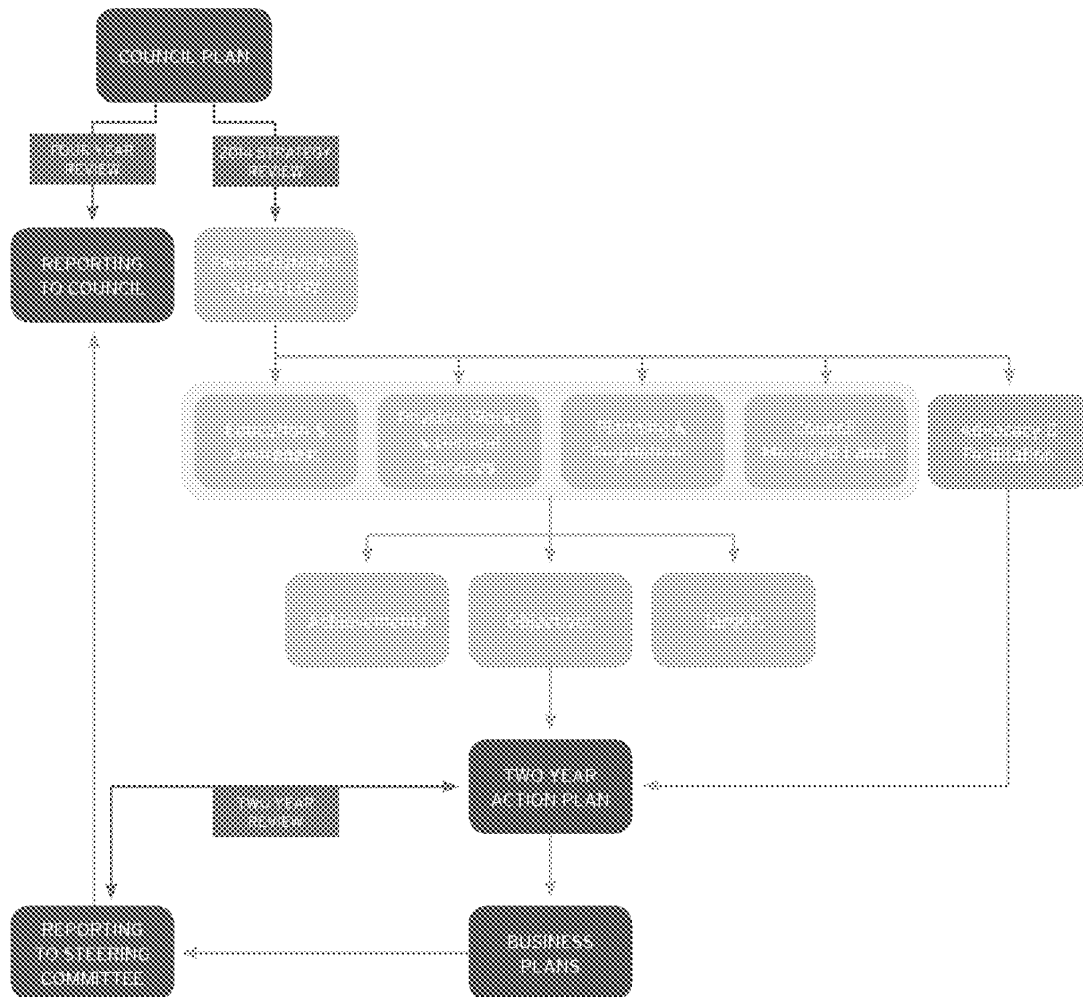
The Colac Otway Shire Council, like all Victorian local governments, is required under the *Local Government Act (1989)* to produce a Council Plan that lists objectives and goals over a four year period. Each unit in Council is required to produce an annual Business Plan that lists what actions will be undertaken to meet Council Plan objectives.

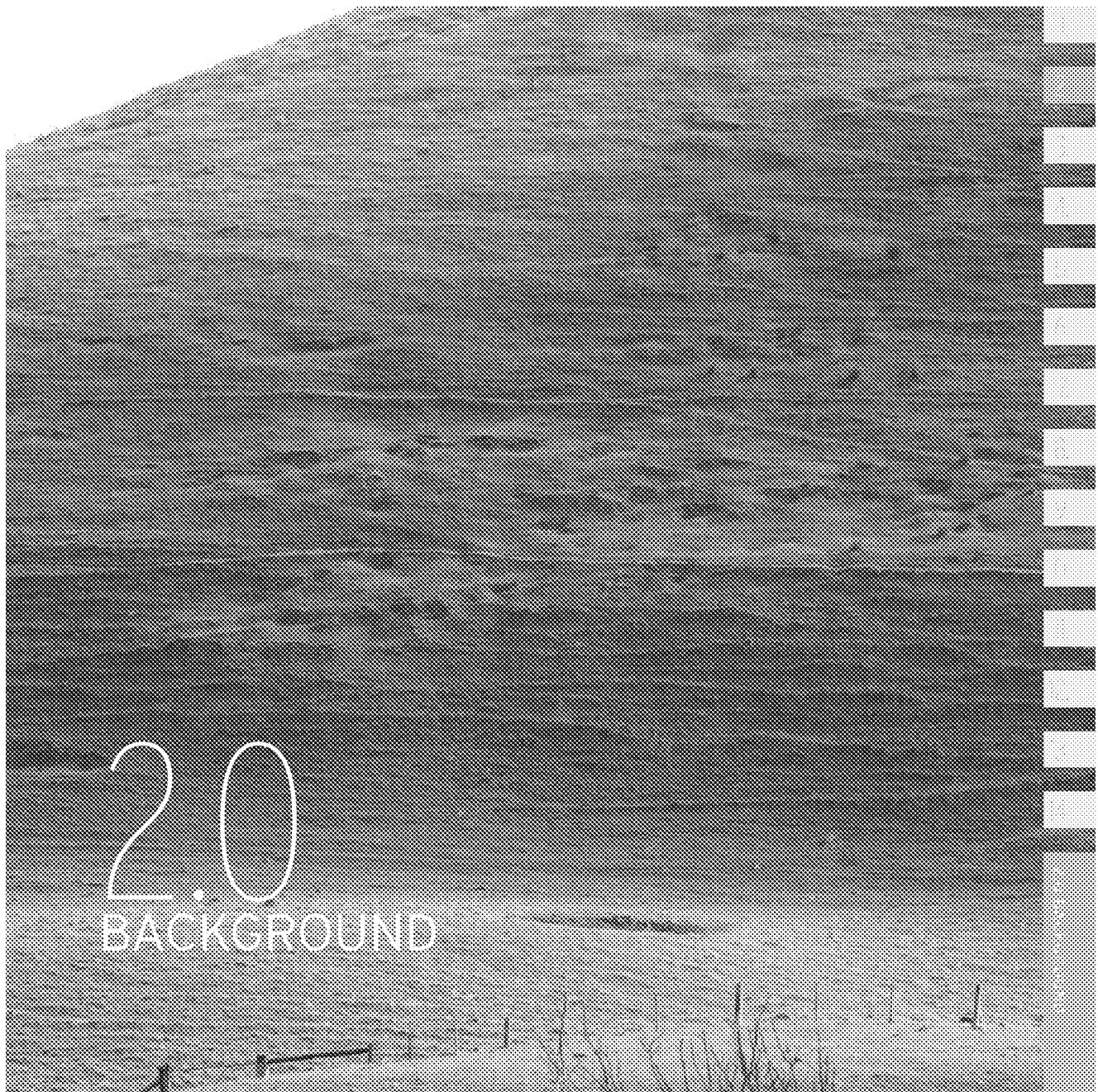
To monitor the progress of actions in Business Plans, each Council Officer is required to provide an update quarterly, through a computerised reporting system. The actions that are carried out, under the direction of the Strategy, will be reported on through this business planning reporting process. This will allow progress against the targets in the Strategy to be monitored and will also allow annual reporting to Council to be done in a clear and efficient manner.

As shown in *Figures 3 and 4* the reporting information gathered will inform the development of the next two year action plan and the four year review of the strategy.



FIGURE 4:  
Colac Otway Shire Environmental  
Strategy Framework





## 2.0 BACKGROUND

To give context for the targets set in the Strategy, background information is provided in relation to the following areas:

- 2.1 Development of the Strategy;
- 2.2 Basic demographics of the Shire;
- 2.3 Environmental Values of the Shire;
- 2.4 Environmental Achievements by Council;
- 2.5 Community Consultation Findings;
- 2.6 Environmental Challenges, and the
- 2.7 Environmental Management Sector.

ABOVE: Red Rock

2.1 DEVELOPMENT OF THE STRATEGY

In 2007 Council 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 and Local Governments to create better environmental outcomes at the local level. To become a signatory, Council was required to develop a Local Environmental Sustainability Priority Statement (LESPTS). The development of an Environment Strategy was identified in Council's LESPTS as being the highest priority because setting priorities across business units at a project level is problematic due to the absence of any overarching direction. Through this process Council was able to secure funding from Sustainability Victoria to develop an Environment Strategy.

2.2 BASIC DEMOGRAPHICS OF THE SHIRE

Located in Victoria's south west, the Shire is diverse, with volcanic lakes, craters and plains in the north, and the hinterland forests of the Otway Ranges and the Great Ocean Road coastline in the south. The Shire encompasses a total land area of 3,400 square kilometres (sq km), of which a large proportion is National Park.

Colac is the key industrial, commercial and service centre for the Shire and surrounding region with a population of 8,093 people. Colac is situated on the southern shoreline of Lake Colac, on the Princes Highway, 138 kilometres (km) south west of Melbourne. Apollo Bay is the other major urban centre in the Shire with a permanent population of 1,000 that swells to over 15,000 people during the summer season. The current Shire population is approximately 20,000 people.

The Colac region supports a network of over 1,200 businesses and well over 800 farms. The main industries are dairy, beef, sheep, crops, specified pastures, horticulture and organic farming, timber, manufacturing and service, construction, retail and wholesale. Tourism, centering on the Great Ocean Road and the coastline, is becoming increasingly important.

2.3 ENVIRONMENTAL VALUES OF THE SHIRE

The Shire contains some of the most significant environmental assets found in Australia. Appendix 1 is a map showing the Sites of Biodiversity Significance in the Shire. The map illustrates the extensive network of water bodies, some of which are Ramsar listed (i.e. of international significance). Also shown are 15 sq km of habitat and vegetation protection areas that contain over 20 threatened species and plant communities. In addition, the Shire has over 300 km of very high conservation roadside reserves, as well as approximately 100 km of the internationally recognised Great Ocean Road. This spectacular coastal environment includes not only the coastal dunes and estuaries but also the marine environment.

Table 1 lists environmental assets of state, national or international significance in the Shire under three categories: endangered vegetation communities, listed threatened species and high value aquatic systems. The majority of the vegetation in the Shire has been cleared since European settlement and although some areas of pristine vegetation remain in the Otways 29 of the 54 vegetation communities in the region are listed as endangered or vulnerable and only nine are not of concern.

The Plains Grasslands have recently been nationally listed under the *Environmental Protection and*

*Biodiversity Conservation Act 1999 (EPBC Act)* because only very small areas remain intact, the majority of which are on private land.

The environmental assets found in the Shire can be categorised by the Bioregions in which they are found. Bioregions reflect natural boundaries and relationships between biodiversity assets and natural resource based activities.

Appendix 2 shows that four Bioregions are found in the Shire:

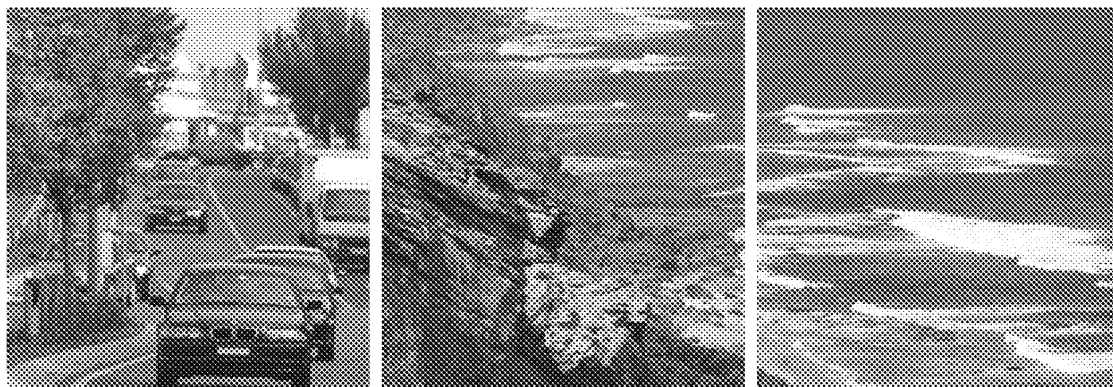
- Victorian Volcanic Plain (VVP);
- Warrnambool Plain;
- Otway Plain and
- Otway Ranges.

Victorian Volcanic Plain (VVP) Bioregion

Colac Otway Shire covers in excess of 900 square kilometres of the VVP that once supported large tracts of the Ecological Vegetation Community (EVC) Plains Native Grassland and Plains Grassy Woodland vegetation. These are now restricted to tiny areas on roadsides, the margins of the region's brackish and saline lakes and scattered small remnants (usually highly degraded) on private land.

These Endangered EVC's have been almost totally lost throughout their Victorian range, with only 2.3% of the original Plains Grassy Woodlands remaining (and most of that highly degraded by grazing and weeds), while less than 1.3% of Plains Native Grasslands still exist (DSE, 2002). The recent listing of this EVC under federal legislation as a protected plant community indicates that the flora and fauna of this bioregion are some of the most threatened in Australia (Tonkinson 2007). The VVP also hosts internationally protected Ramsar Lakes supporting several rare and threatened waterbirds.

BELOW: Murray Street, Colac. RIGHT: Coastline near the Aire River estuary





**Warrnambool Plain Bioregion**

The Warrnambool Plain extends into a relatively small area of the Shire from the west and is often referred to as the Coastal Plain. The identifying features of the Warrnambool Plain are nutrient deficient soils over low calcareous dune formations. Much of the limestone has been overlain by more recent sediments, and between the limestone dunes, areas of swamplands are characterised by mighty fertile peats and seasonal inundation.

**Otway Plain Bioregion**

Similar to the VVP, the Otway Plain covers over 900 square kilometres of the Shire. This bioregion includes coastal plains and dunes, foothills with river valleys and swamps in the lowlands. The upper terrain supports Lowland Forest and Heathy Woodland ecosystems, whereas the floodplains and swamps predominantly contain Grassy Woodland and Floodplain Riparian Woodland. Much of this vegetation remains intact on private land and protected in Crown land.

**Otway Ranges Bioregion**

The largest, and most protected, bioregion within the Shire is the Otway Ranges. Consisting of moderately steep slopes and moist gullies, this bioregion supports Shrubby Wet Forest and Cool Temperate Rainforest ecosystems on the higher slopes; and Shrubby Foothill Forest on the lower slopes. Large intact examples of these vegetation communities are found in the Shire and remain well protected as over 50% are found in the Great Otway National Park.

**Environment Assets**

The degradation of vegetation communities often results in individual species endemic to those areas being threatened with extinction. Due to the large amount of clearing there are a number of listed threatened flora and fauna species in the region. Some of the threatened species listed in Table 1 are threatened in Victoria and some of them are also listed as threatened at the national level due to a greater likelihood of extinction (e.g. Spiny Riceflower).

This is only a snapshot of the listed threatened species in the Colac Otway Shire region.

Table 1 also identifies a number of high value aquatic systems in the Shire. A large proportion of the Otway Ranges bioregion is protected by being in the Great Otway National Park. This ensures protection of many high value waterways that flow to the sea from the Otway Ranges.

However it is worth noting that the Ramsar Lakes located in the VVP bioregion are surrounded by farm land. Therefore these environmental assets face more significant threat of degradation than those located within the national park.

TABLE 1:  
Environmental Assets in the Shire

| ENDANGERED VEGETATION COMMUNITIES              |
|------------------------------------------------|
| Coastal Plains and Dunes                       |
| Coastal Plains                                 |
| Coastal Plains Heathlands                      |
| Coastal Heathlands                             |
| Coastal Wetland                                |
| Floodplain Heathland                           |
| Floodplain Riparian Woodland                   |
| Grassy Forest                                  |
| Grassy Woodland                                |
| Plains Grassland                               |
| Plains Grassland/Plains Grassy Woodland Mosaic |
| Plains Grassy Wetland                          |
| Plains Grassy Woodland                         |
| Plains Sedgy Wetland                           |
| Scoria Cone Woodland                           |
| Sedgy Riparian Woodland                        |
| Swamp Scrub                                    |
| Swampy Riparian Woodland                       |
| Wet Heathland                                  |

| LISTED THREATENED SPECIES |
|---------------------------|
| White-bellied Swallow     |
| Great River Owl           |
| Long-billed Wood-hunter   |
| Spotted-tailed Quail      |
| Swamp Antechinus          |
| Common Bent-winged Bat    |
| Corangamite Water Skink   |
| Crowling Grass Frog       |
| Southern Brown Bandicoot  |
| Striped Legless Lizard    |
| Leafy Greenhood           |
| Short Water-starwort      |
| Batinwood                 |
| Wrinkled Buttons          |
| Broad-leaf Prickly Moses  |
| Brooker's Gum             |
| Dwarf Silver Wattle       |

| HIGH VALUE AQUATIC SYSTEMS                      |
|-------------------------------------------------|
| Wye River                                       |
| Parasit Lake and Wetlands near Lake Corangamite |
| Ala River                                       |
| Batham River                                    |
| St George River                                 |
| Wye River                                       |
| Kennett River                                   |
| Grey River                                      |
| Wild Dog Creek                                  |
| Skene's Creek                                   |
| Gellibrand River                                |
| Barwon River                                    |
| Parker River                                    |

**2.4 ENVIRONMENTAL  
ACHIEVEMENTS BY COUNCIL**

As previously stated Council has displayed a strong commitment to environmental management. The numerous achievements Council has made are outlined briefly in the body of the Strategy against the relevant areas, whether it be Council Managed Land; Planning and Regulations; Physical Works and General Services or Education and Awareness Programmes. Examples of the major achievements in these areas are outlined below.

**Council Managed Land:**

Over the past two years over 10,000 indigenous plants have been planted along Barrangaroo Creek and Lake Cotac in tandem with strategic weed control including the removal of large exotic trees. In addition to these works over 150 tonnes of Carp were removed from the creek in 2007-2008. These works have improved the overall health of the creek and the lake.

**Planning and Regulations:**

Over the past two years Council has developed and implemented an auditing programme to ensure that the requirements of the Code for Private Forestry Operations is adhered to.

This initiative has been implemented alongside a programme to develop a web tool that will allow information required from the industry to be submitted to Council in a consistent and efficient manner.

**Physical Works and General Services:**

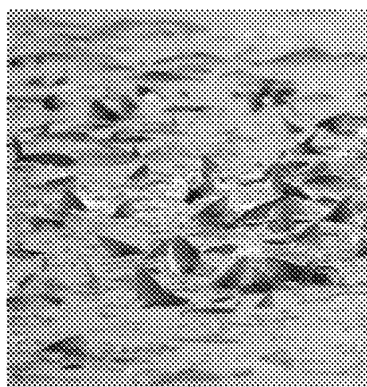
Through implementation of the Greenhouse Action Plan, which lists energy reduction measures, Council has completed Milestone 4 of the Cities for Climate Protection Programme (CCP). The CCP Programme helps local governments address climate change through a strategic milestone framework that empowers councils to make an inventory of their greenhouse gas emissions, set reduction goals, plan and implement actions, and monitor their progress. The achievement of Milestone 4 has been made possible through the Sustainability Action Fund that has funded various activities including retrofitting of public toilets and implementation of more efficient lighting in Council facilities.

**Education and Awareness:**

Council has carried out many community events that raise awareness through direct involvement in environment projects. Close links have been forged with schools to give young people experience in protecting our environment. All the events and projects to date have been very successful and schools are using the environment days as part of their curriculum. The major events that are run each year are Clean Up Australia Day, World Environment Day, National Tree Day and National Threatened Species Day. In 2008/2009 over 1,000 school children planted over 21,000 plants through involvement in these events.

*"I'm excited by the possibilities of this Strategy"*

- Apollo Bay Forum Participant



LEFT: Carp in Lake Cotac

CENTRE: Tubestock at Olway Nursery

BELOW: Alice Kavenagh of Sacred Heart Primary School enjoying Cotac Olway Shire Council's environment program

2.5 COMMUNITY CONSULTATION FINDINGS

A community engagement programme, which comprised of four community forums and three open house sessions, was carried out by Council in September and October 2009 to ensure that the major issues and concerns of the community were addressed in the Strategy. Over 140 people were involved from across the Shire. The key findings are shown in Tables 2 and 3 below. It is worth noting that a number of quotes obtained from community members are placed throughout the document where relevant.

TABLE 2:  
Environmental Assets

| KEY ASSET                       | NUMBER OF TIMES IDENTIFIED |
|---------------------------------|----------------------------|
| Parks and Open Spaces           | 33                         |
| Great Beaches                   | 20                         |
| Lake Coler and surrounds        | 17                         |
| Water - plentiful, clean        | 15                         |
| Rolling Green Hills             | 14                         |
| Flora and Fauna                 | 13                         |
| Diversity of landscapes         | 11                         |
| Rainfall                        | 10                         |
| Undeveloped nature of the coast | 8                          |

TABLE 3:  
Environmental Issues

| KEY ISSUES                                                                             |                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Issues that Council can control and manage directly                                    | <ul style="list-style-type: none"> <li>Overcrowding in popular recreation areas and recreation</li> <li>Planning, zoning, development</li> <li>Access to the beach/shelf</li> <li>Weed management, especially in parks</li> <li>Illegally dumping, litter, water/sewer, rubbish collection</li> <li>Lake Coler environment</li> </ul>                                             |
| Issues that Council can control on its land and advocate and facilitate in other areas | <ul style="list-style-type: none"> <li>Weed management</li> <li>Sustaining biodiversity</li> <li>Feral animals</li> <li>Reducing fire risk (especially along roads)</li> <li>Degradation of waterways</li> <li>Maintenance of roads (especially dirt roads)</li> <li>Population pressure</li> <li>Eliminating local food production</li> <li>Lowering carbon emissions</li> </ul> |
| Issues for which Council can advocate or facilitate Change                             | <ul style="list-style-type: none"> <li>Reducing fire risk (especially fuel reduction and community preparedness)</li> <li>Water security</li> <li>Waterway and estuary health</li> <li>Lack of community driven initiatives</li> <li>Lack of integration across agencies</li> <li>Management of parks (especially for weeds and fire risk)</li> </ul>                             |

The results from the community engagement process were carefully considered by the ESSC and have been incorporated into the Strategy. Through the community engagement process it was possible to derive a Community Vision for the future of environmental management.

Although the Strategy is focused on what Council can control or strongly influence the aspirations of the community are recognised as the underlying intent.

**Community Vision**

*"The Colac Otway environment is a diverse, pristine and beautiful area, with abundant and indigenous flora and fauna. Endangered species have returned and the sea is brimming with life. Whales and dolphins can be seen. Lake Colac is a refuge for and healthy with clean stormwater outflow, and all waterways are crystal clear with improved aquatic biodiversity."*

*Residents of the Colac Otway Shire have a sense of pride in the environment in which they live. It is a place of sanctuary and a means for them to enable all individuals assume responsibility for their own space; they are aware of the impacts of their actions, working together to deal with environmental challenges. The healthier environment has contributed to improved community health. There is respect and pride toward the community's goals, and there are no longer any concerns about water security, because rainwater is used and unwatered ground."*

*The Shire offers its residents for its Sustainability Centre - a centre of excellence, visited by people from around the world for the purposes of education and inspiration. Planning is more holistic but targets specific needs. Plantation buffers have improved the aesthetics and wind protection of local surroundings. Diversity in land usage is encouraged and does not mean an over industry zone. There is a local Recycling Centre (tip shop), negating the need for a tip or transfer station. Tourism is sustainable and visitors come to the Shire not for its amenities but for its natural and beautiful environment."*

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BELOW: A thistle grows on a fencepost at Eshbury



**2.6 ENVIRONMENTAL CHALLENGES**

The State of the Environment Report for Victoria 2008 highlights some important assumptions that provide the basis for the Strategy:

- Our wellbeing relies on a robust, healthy environment;
- Our way of life continues to be maintained and enhanced through the gradual degradation of our natural environment;
- All Victorians have a role to play in deciding what kind of future we will have; and
- The future cannot be an extension of the past.

Although the Strategy is focused on matters that are within Council's direct control or where Council can have a significant influence, it is important to recognise the major environmental challenges that we are faced with at a State, National and International level.

The State of the Environment Report for Victoria 2008 states that the key drivers of environmental degradation in Victoria are:

- Population growth and settlements;
- Economic growth and consumption; and
- Climate change.

As stated in the strategic snapshot which forms part of the 2009-2013 Council Plan, the major challenges faced by the local community are:

- Sustainable resource use and waste management;
- Pest, plant and animal control;
- Native plant, animal and habitat protection and enhancement;
- Waterway protection and enhancement;
- Coastal and marine protection and enhancement; and
- Climate change impacts.

Council has an important role to play in addressing all of these challenges; however it is not realistic for Council to set broad objectives and targets in relation to them that it cannot possibly monitor or meet. It is more realistic to consider how Council can work within the environment sector most effectively to address them at a Shire scale. Accordingly, the key Council challenges are:

- Protection of environmental values on Council owned and managed land;
- Protection of environmental values on private land through planning tools;
- Protection of environmental values in the Shire through sustainable resource use and waste management;
- Increasing the capacity of the community to improve environmental values through increased education and awareness;
- Advocating on behalf of the community on issues outside of Council's control;
- The scope of climate change issues and the limitations of Council's influence; and
- Working with key agencies to strengthen relationships to promote information flow for the decision making process.

The first five challenges are addressed in the major sections of the Strategy. Ways to manage the challenges associated with climate change and relationships are outlined for each of the three major sections in the Strategy under specific headings.

Climate change is a global issue that national governments are struggling to handle. Climate change is particularly difficult because it further complicates the way to best address the other key environmental challenges we are facing locally. For example, if annual rainfall is expected to reduce, what does this mean for the future of Lake Colac, will the lake dry out more often and if so, what are the implications for management?

A brief outline on Climate Change predictions for the region is provided on page 19.

2.6.1 CLIMATE CHANGE

The United Nations Intergovernmental Panel on Climate Change has declared that climate change is 'unequivocal' and due, with a probability of greater than 90% to human activity. Climate change is affecting us already, with six of the hottest years on record in Victoria occurring since 1990, and annual rainfall over the last ten years has been well below the long term average (State of the Environment Report 2008).

The climate change projections for the Shire, based on analysis carried out by CSIRO on behalf of the Victorian Government (Department of Sustainability and Environment 2006), are as follows:

- Higher average temperatures (between 1.3-2.4 degrees by 2070);
- Lower average rainfall (between 6-12% less by 2070);
- More extreme fire danger days (11 extra days over 35 degrees each year by 2070);
- Flows in rivers and streams halved by 2070; and
- Storm surges of over two metres above sea level could be expected every five years by 2070.

Although the extent of environmental degradation that will occur from climate change is not known, it is widely accepted that moderate climate change projections will further stress the environment. For example it is predicated that these changes would result in loss of habitat, reduction in biodiversity, increased weed invasions and increased sea level. The Victorian Coastal Strategy suggests a precautionary strategy of planning for sea level rise of not less than 0.8m by 2100.

Although it is hard to predict what it will be like to manage the environment under climate change scenarios it is useful to consider that under current predictions Colac's average temperature would be similar to Horsham or Bendigo with an average rainfall more like Hamilton. This highlights the importance of society reducing carbon emissions to prevent more extreme predictions occurring but also the need to prepare for and adapt to climate change impacts.

Although climate change is a global challenge, the Victorian Climate Change Green Paper (2009) states, "that Local Government plays a critical role because they deliver a wide range of programmes and administer regulations that influence climate change mitigation and adaptation. Regional development agencies, local councils and regional business and industry organisations have a major role to play in helping to design and deliver policies and programmes that have a particular regional and community focus. Local government also has an important role in monitoring the effects of national policies on local and regional communities and economies".

2.7 ENVIRONMENTAL MANAGEMENT SECTOR

The Council, like all local governments, is guided by a host of legislative requirements, policy frameworks and strategies that define how environmental management is undertaken. Within the environment management sector some of the legislation, policy and strategies are administered, or have been developed, by Council. However in most cases other organisations have the primary responsibility for administering legislation and developing strategies. This fact highlights the importance of Council developing strong relationships with other key agencies involved in environmental management.

The following information is a brief explanation of the agencies involved in environmental management that Council needs to work with, and the key legislation, policy frameworks and strategies as they relate to Council.



LEFT: Seals at Muenticht Head TBC

BELOW: Water - a precious commodity

### 2.7.1 AGENCIES

There are a range of environmental management agencies that are involved in addressing environmental issues within the Shire. Table 4 shows some of the many government, statutory and non-government agencies involved at different levels. It is important to note that the government and statutory agencies have legislative responsibilities they are required to administer. However all of the agencies have their own set of priorities that are implemented through various plans, strategies and policies that all aim to improve environmental management.

The fact that Local Government is at the bottom of the government hierarchy is not a reflection of its importance in the environment management sector. Counter to intuition, the amount of complexity in the environmental management sector increases as it draws down to the local level because the legislation, strategies and plans set by all the other agencies in the sector need consideration. This makes managing the environment at the local level very complex and increases the importance of having strong relationships with all the relevant agencies. It is worth noting that many environmental issues do not respect municipal boundaries and therefore Council needs to work closely with neighbouring Shires to manage environmental issues effectively.

### 2.7.2 LEGISLATION

A recent inquiry by the Victorian Competition and Efficiency Commission into Victorian environmental legislation has found that a total of 41 Acts shown in Figure 5 are responsible for the management and protection of environmental assets in Victoria. Figure 5 does not include the Federal legislation (e.g. *Australian Environmental Protection and Biodiversity Conservation Act*) that also applies to the environment. Council is required to work within all of these legislative requirements that extend from weed and native vegetation management through to energy and resource use. Those that Council has a role in implementing (i.e. the *Victorian Local Government Act* and the *Victorian Planning and Environment Act*) and or have significant implications for the Council are discussed below.

#### ***Australian Environmental Protection and Biodiversity Conservation Act (1999)***

*This Act adopts an environmental assessment and approval process that will ensure activities that are likely to have significant impacts on the environment are properly assessed to provide for the protection of ecological assets. The Act aims to promote ecologically sustainable development through the conservation and sustainable use of natural resources and to promote the conservation of biodiversity. The Act is administered by the Australian Department of Environment, Water, Heritage and the Arts.*

#### ***Victorian Local Government Act (1989)***

The purpose of this Act is to establish a legislative scheme that supports local government to provide leadership for the local community through advocacy, decision making and actions. The objectives of Council are to ensure the social, economic and environmental viability and sustainability of the municipal district. This relates to Council utilising resources efficiently and effectively to best meet the needs of the community. Council plays a critical role in administering this act within the Shire through initiatives such as the development of this Strategy.

#### ***Victorian Planning and Environment Act (1987)***

The purpose of this Act is to establish a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.

The objectives of this legislation is for the fair, orderly, economic and sustainable use, and development of land; and the protection of natural resources and the maintenance of ecological processes and genetic diversity. Council plays a critical role in administering this act within the Shire through implementation of the planning scheme.

BELOW: Olway Ranges near Gerangamete

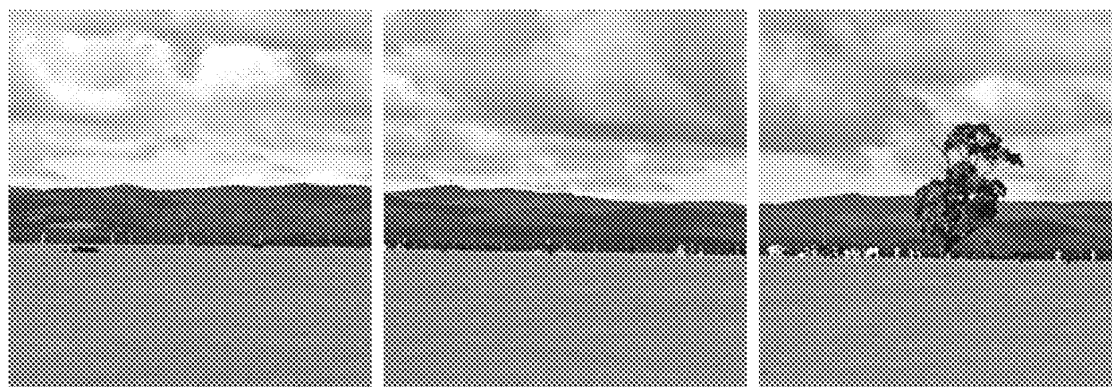




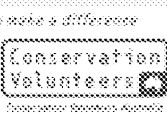





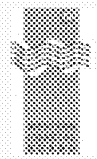


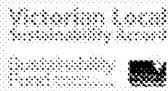










TABLE 4:  
Agencies in the Environmental Management Sector

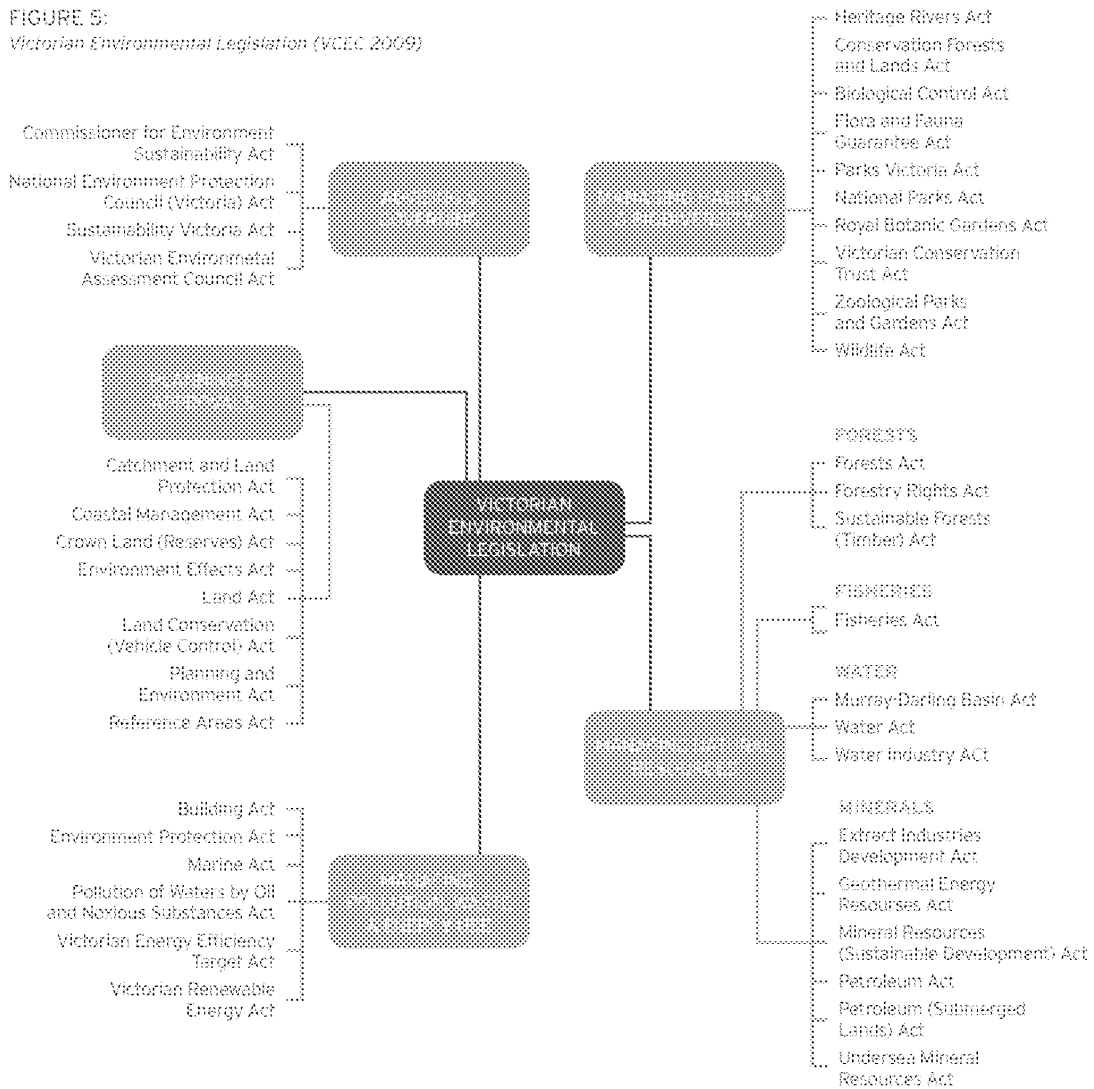
|                       | NATIONAL BODIES:                                                                                                                                                           | STATE BODIES:                                                                                                               | REGIONAL BODIES:                                                                                                                                | LOCAL BODIES:                                                                                                   |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| NON-GOVERNMENT BODIES | <br>Australian Conservation Agency of the Environment, Water, Heritage and the Arts       | <br>The Place to Be                        | <br>CORANGAMITE CMA<br>WATER, LANDSCAPE, RECREATION, WILDLIFE | <br>Colac Otway<br>SHIP      |
|                       | <br>You make a difference<br>Conservation Volunteers<br>Conservation Services Australia | <br>Department of Primary Industries       | <br>Barwon Water                                              | <br>Corangamite<br>CMA       |
| NON-GOVERNMENT BODIES | <br>Greening Australia                                                                  | <br>Parks<br>VICTORIA                      | <br>Barwon Water                                               | <br>Star's Edge              |
|                       |                                                                                                                                                                            | <br>EPA<br>VICTORIA                        | <br>Victorian Local Sustainability Network                     | <br>COLAC OTWAY CITY COUNCIL |
|                       |                                                                                                                                                                            | <br>Victorian Local Sustainability Network | <br>CITY OF GEELONG<br>GEELONG                               |                                                                                                                 |
|                       |                                                                                                                                                                            | <br>LANTCARE<br>VICTORIA                 | <br>GEELONG CITY COUNCIL                                   | <br>BARWON WATER           |
|                       |                                                                                                                                                                            |                                                                                                                             | <br>VVP                                                    | <br>LANTCARE<br>VICTORIA   |

**Victorian Flora and Fauna Guarantee Act (1988)**

The purpose of this Act is to establish a legal and administrative structure to enable and promote the conservation of Victoria's native flora and fauna and to provide for a choice of procedures which can be used for the conservation, management or control of flora and fauna and the management of potentially threatening processes.

This Act places responsibility with Council to act in a way that conserves and protects Victoria's flora and fauna, protects their genetic diversity and manages potentially threatening process. This Act is administered by the Victorian Department of Sustainability and Environment.

FIGURE 5:  
Victorian Environmental Legislation (VCEC 2009)



**Victorian Catchment and Land Protection Act (1994)**

This Act sets up a framework for the integrated management and protection of catchments; to encourage community participation in the management of land and water resources; and to set up a system of controls on noxious weeds and pest animals. This legislation states that Council, like any private landowners, must undertake routine pest plant and animal control to ensure that property managed by Council remains pest free. The Act also gives rise to the development of a Regional Catchment Strategy that sets regional targets for natural resource management. This Act is administered by various organisations including the Corangamite Catchment Management Authority (CCMA) and the Victorian Department of Primary Industries (DPI).

**Victorian Environment Protection Act (1970)**

The purpose of this Act is to create a legislative framework for the protection of the environment in Victoria having regard to the principles of environment protection. This Act establishes the Environment Protection Authority, which sets guidelines, quality objectives, regulations and management programmes for things such as air, surface and ground water, noise, waste and water pollution.



2.7.3 PLANS AND STRATEGIES

There have been a significant amount of resources invested by Council and other organisations into developing plans and strategies that direct environmental management in the Shire. Table 5 classifies relevant Council (internal) documents as either issue based or area based.

The documents have been developed for various reasons by various departments across Council. The Strategy will provide an overarching direction for implementing the actions in these documents.

It is important to highlight that there are also a number of other Council plans and strategies that although not specifically focused on environmental management do have a strong influence on how Council manages environmental issues. For example the Municipal Fire Prevention Plan and the Road Management Plan both have a community safety focus however the management of environmental impacts associated with this activity is recognised and therefore processes are required to ensure the objectives of this Strategy are considered when implementing these plans.

There are many other examples such as the Economic Development Action Agenda and the Colac Otway Recreation Strategy and the Festival and Events Strategic Plan which all make reference to specific environmental issues and make recommendations which are consistent with this Strategy's objectives and targets.

As previously stated the Strategy is focused on areas Council can control. Therefore implementation of Council's plans and strategies is the focus however it is also important for Council to recognise and, where possible align with other policies and strategies that aim to protect and enhance the environmental values in the Shire. Table 5 shows a few of these external documents and demonstrates that they are developed by a range of organisations at a national, state and regional scale.

Those plans and strategies that have the strongest relationship with environmental management are discussed briefly below. The key thing to appreciate is that there are many plans and strategies that guide works that affect the environment and that strong relationships need to be established and maintained both internally and externally to ensure that activities are being carried out in a strategic manner.

INTERNAL PLANS AND STRATEGIES

Sustainable Water Use Plan (2007)

The Sustainable Water Use Plan identifies actions to reduce water consumption for all Council assets and facilities (e.g. sporting grounds and office buildings). The plan builds on existing water saving measures by identifying opportunities to explore new water saving initiatives, including improvements to Council operations and infrastructure, and also investigating alternative supplies to potable drinking water.

Greenhouse Action Plan (2007)

The Greenhouse Action Plan aims to reduce greenhouse gas emissions from Council operations and help reduce emissions from the Colac Otway community. The actions detailed in the Greenhouse Action Plan aim to reduce both Council's greenhouse gas emissions and energy costs for the future. Such actions are likely to provide for environmental, social and economic benefits for all residents of the Shire, now and in the future.

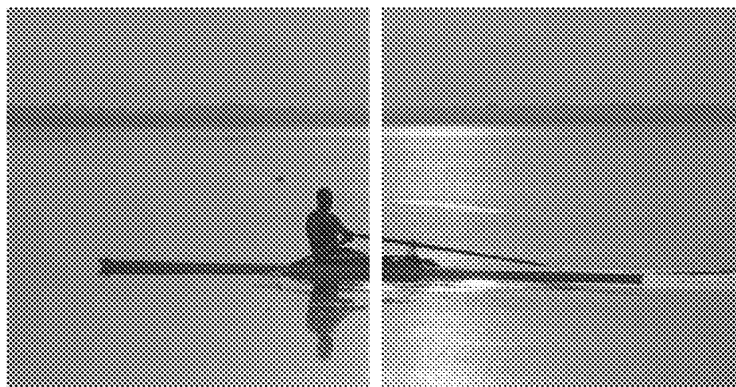
Lake Colac Management Plan (2002)

The Lake Colac Management Plan aims to provide a framework for the community, Local and State agencies to manage and promote ecologically sustainable development and land use practices for Lake Colac and its catchment.

Roadside Vegetation Management Plan (2005)

The Roadside Vegetation Management Plan is intended for use by Council staff and contractors, in conjunction with the roadside mapping, to enable them to determine high priority remnants and to support the protection of the same. The plan outlines the work methods and responsibilities required of contractors and all other persons undertaking work on roadsides. It is intended that this document will set the standard for environmental contract provisions, promoting best practice in the management of roadside vegetation.

BELOW: Rowing on Lake Colac



*"Lake Colac needs a vision!"*

- Colac Forum Participant



**Weed Management Strategy (2000)**

The Weed Management Strategy identifies a list of environmental weeds in the Shire and a range of actions to improve weed management processes and the appropriate agencies responsible. Those species which have 'weedy' characteristics, but are not declared noxious weeds under the *CaLP Act*, are also listed in this document.

**Municipal Fire Prevention Plan (2007)**

Councils in Victoria have a statutory obligation to have a Municipal Fire Prevention Plan that looks at fire risk environments, including agricultural, industrial, commercial, residential and natural and is audited by State appointed auditors every three years. Significant opportunities exist to carry out fire prevention works in such a way as to also improve environmental values in the shire.

For example ecological burns and weed control works can be undertaken that not only reduce risk of fire but also improve the condition of native grassland located along roadsides.

**Road Management Plan (2009)**

The Colac Otway Shire has adopted a Road Management Plan to set reasonable standards in relation to the performance of its road management functions for the maintenance of its public roads and associated road-related assets.

The Road Management Plan has been developed to address requirements of the State Government's new *Road Management Act 2004* (the 'Act'). The Plan provides a framework for relevant standards and policy in relation to Council's road management responsibilities.

It provides a vision for how Council plans to manage its road network ensuring the community is provided with a road system that returns optimum economic benefit while recognising social, safety, environmental and user needs.

*ABOVE: Kangaroo flees from a fire*

TABLE 5:  
Plans and Strategies

|          | NATIONAL BODIES                                                                                                                                                                                                                                                                                                                                                                                                                                     | REGIONAL BODIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| INTERNAL | <ul style="list-style-type: none"> <li>Greenhouse Action Plan (2007)</li> <li>Roadside Vegetation Management Plan (2008)</li> <li>Rural Land Strategy (2007)</li> <li>Weed Management Strategy (2002)</li> <li>Sustainable Water Use Plan (2007)</li> <li>Domestic Wastewater Management Plan (2007)</li> <li>Waste Water Management Strategy (2002)</li> <li>Municipal Fire Prevention Plan (2007)</li> <li>Road Management Plan (2009)</li> </ul> | <ul style="list-style-type: none"> <li>Municipal Strategic Statement</li> <li>Barongarook Covenant Property Management Plan (2006)</li> <li>Poorneef Road Grassland Management Plan (2007)</li> <li>Apollo Bay Structure Plan (2007)</li> <li>Lake Colac and Barongarook Creek Revegetation and Weed Control Plan (2009)</li> <li>Lake Colac Management Plan (2002)</li> <li>Kennett River, Wye River and Separation Creek Structure Plans (2008)</li> <li>Colac Structure Plan (2007)</li> </ul> |
| EXTERNAL | <ul style="list-style-type: none"> <li>National Carbon Pollution Reduction Scheme</li> <li>Victorian Coastal Strategy 2008</li> <li>Victoria's Native Vegetation Management Framework (2002)</li> <li>Corangamite River Health Strategy (2002)</li> <li>Victorian Pest Management Framework (2002)</li> </ul>                                                                                                                                       | <ul style="list-style-type: none"> <li>Corangamite Regional Catchment Strategy 2003</li> <li>G21 Region Plan 2007</li> <li>Draft Great Otway National Park Management Plan (2008)</li> <li>Western District Lakes Ramsar Site Strategic Management Plan 2002</li> </ul>                                                                                                                                                                                                                           |

EXTERNAL PLANS AND STRATEGIES

**Victorian Native Vegetation Framework (2002)**

The Native Vegetation Management Framework was released in 2002. It was developed to implement the objectives of Victoria's Biodiversity Strategy and the National Strategy for the Conservation of Australia's Biological Diversity. The Framework's main goal is to achieve an increase in the extent and quality of native vegetation across Victoria. The framework is administered by the Victorian Department of Sustainability and Environment (DSE).

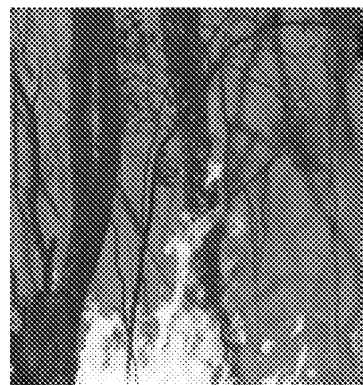
**Corangamite Regional Catchment Strategy (2003)**

The Corangamite Regional Catchment Strategy provides long-term direction for managing the future of land, water resources, biodiversity and seascape of the Region, and provides a foundation for investment decisions to ensure improved natural resource outcomes. The strategy is administered by the Corangamite Catchment Management Authority.

**Victorian Coastal Strategy (2008)**

The Victorian Coastal Strategy provides a comprehensive integrated management framework for the coast of Victoria. It is established under the *Coastal Management Act 1995*. The Act directs the Victorian Coastal Strategy to provide for long-term planning of the Victorian coast for the next 100 years and beyond.

The strategy is administered by the Victorian Coastal Board.



RIGHT: Caption to come



Council's current land asset database shows that there are 465 pieces of land that the Council owns freehold and 59 pieces of Crown land that are managed by Council.

Many of these areas of land are less than one hectare; however there are a number of more substantial areas (e.g. Barongarook Covenant Property 8 ha). The total area of Council owned and managed land parcels equals 1,342 ha (850 ha are Council owned, 492 ha are Crown land managed through the Council either by Committee of Management or Advisory Committee). This does not include the roadside reserves managed by Council.

It is important to recognise that the vast majority of these parcels are dedicated to non conservation roles such as recreational purposes (e.g. parks and football fields), and as such have minimal environmental value.

However, there are a number that contain intact remnant vegetation with significant indigenous flora and fauna species.

*ABCYE, typha (commonly known as a rush)*

16 | COULAC (OTW) SHIRE - Environment Strategy 2010-2018

As identified in the *Road Management Act* (2004), Council is responsible for managing the roadside reserves for the 1,600km of roads. Although Council's primary responsibility under the *Road Management Act* is to make the roads safe it is important to recognise that roadside reserves can contain significant environmental values in terms of habitat corridors and threatened species. Roadside reserve management is difficult given the number of stakeholders involved in their management and the competing priorities.

Council has entered into a Memorandum of Understanding with the Department of Sustainability and Environment that aims to strike the balance between the maintenance that is required along roadsides for safety and the preservation of environmental values. However it is important to note that the responsibility of Council managing these reserves does not extend to the management of declared weeds listed under the *Catchment and Land Protection Act* (1994). There has been ongoing debate over this interpretation of the *Catchment and Land Protection Act* and at the time of writing this document the issue has yet to be resolved.

Due to the amount of land Council is responsible for and the limited resources available, the Strategy uses an asset based approach to managing environmental values on Council managed land. This means that the priority is given to areas of high value and the protection and enhancement of the environmental values in these areas. The secondary priority is to identify areas that could become high value areas if efforts were made to increase their values (e.g. through revegetation or weed control).

Although the Strategy does not aim to restore significant environmental values on all Council Managed land, it recognises areas that have significant threats present such as pest plants and animals, erosion, salinity and acid sulphate soils.

Where significant threats are present, management actions may be required to ensure the threat does not increase. This may mean that a low value area of land (e.g. recreation park land) may be given priority but only where a significant threat is present (e.g. Ragwort).

### 3.1 SELECTION CRITERIA

A selection criteria was developed to identify Council managed land that contains important environmental assets. The selection criteria shown in *Table 6* includes a range of environmental aspects that can be applied to current Council managed land parcels as well as future land acquisitions when they occur.

Given that this assessment is based on current data it is important to note that the assessment could change when new data is acquired or where management actions are completed. More detailed on-site assessments of the threat status for Council managed land parcels and roadsides are required and therefore the list needs to be updated when new information is gathered and appropriate management actions applied. This highlights the need for re-assessing Council managed land every four years based on the latest data to ensure appropriate management actions are being implemented.

A significant amount of data needs to be analysed to properly apply the criteria, accordingly, there are some assessment criteria that need to be clarified:

- As a default, the highest Ecological Vegetation Community (EVC) conservation status is applied to sites that contained more than one EVC;
- Adjoining roadsides that have not been surveyed were given a zero value; and
- The edge effect (the ratio of intact indigenous vegetation to exotic vegetation, determines the reserves vulnerability to weed invasion) was calculated on the vegetation identified in the aerial photographs, where this was not possible the whole parcel was included.

Classifying areas requires a threshold to be set that identifies a point at which the assets are not considered significantly valuable. This threshold has been set at a score of twelve for high value areas. The threshold for areas, considered to be moderately valuable has been set at eight. Areas considered to have a significant threat were identified to allow appropriate measures to be prescribed however a score was not attributed in such cases.

*Table 7* shows that based on current data eight land parcels were identified as high value areas, two land parcels were identified as moderate value and two were identified as having a significant threat present. The eight high value land parcels will be registered as environmental reserves on Council's land asset database. The location of these eight sites are shown in order of their significance score in *Appendix 4*. It is possible for a high or moderate value site to also have a threat status. For example the Heathfield Open Space site, located along the Barham River has moderate value but due to the presence of Ragwort, a Regionally Controlled weed species, it also attracts a threat status. *Table 7* also shows whether detailed site assessments or a management plan have been completed or are whether they are still required for each of the high and moderate land parcels.

TABLE 6:  
Selection Criteria

| CRITERIA                                                                                                                              | CATEGORY                                                                                                                                      | SCORE       |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Ecological Vegetation Community                                                                                                       | Endangered                                                                                                                                    | 10          |
|                                                                                                                                       | Vulnerable                                                                                                                                    | 5           |
|                                                                                                                                       | Depleted                                                                                                                                      | 3           |
|                                                                                                                                       | Rare                                                                                                                                          | 5           |
|                                                                                                                                       | Least Concern                                                                                                                                 | 0           |
| National Conservation Status                                                                                                          | Presumed Extinct                                                                                                                              | 10          |
|                                                                                                                                       | Critically Endangered                                                                                                                         | 10          |
|                                                                                                                                       | Endangered                                                                                                                                    | 5           |
|                                                                                                                                       | Vulnerable                                                                                                                                    | 3           |
| Victorian Conservation Status                                                                                                         | Presumed Extinct                                                                                                                              | 10          |
|                                                                                                                                       | Endangered                                                                                                                                    | 10          |
|                                                                                                                                       | Vulnerable                                                                                                                                    | 5           |
|                                                                                                                                       | Rare                                                                                                                                          | 3           |
| Status under the EPBC Act (1999)                                                                                                      | Poorty Known                                                                                                                                  | 2           |
|                                                                                                                                       | Listed as threatened                                                                                                                          | 10          |
|                                                                                                                                       | Nominated for listing                                                                                                                         | 5           |
|                                                                                                                                       | Rejected for listing                                                                                                                          | 3           |
| Status under the EPBC Act (1999)                                                                                                      | Delisted as threatened                                                                                                                        | 2           |
|                                                                                                                                       | Listed                                                                                                                                        | 10          |
|                                                                                                                                       | Nominated                                                                                                                                     | 5           |
|                                                                                                                                       | Very High                                                                                                                                     | 3           |
| Adjoining Roadside Conservation Status (from the roadside Biodiversity assessments)                                                   | High                                                                                                                                          | 2           |
|                                                                                                                                       | Medium                                                                                                                                        | 1           |
|                                                                                                                                       | Low/nil application                                                                                                                           | 0           |
|                                                                                                                                       | National Park                                                                                                                                 | 5           |
| Tenure of land within 200m (either the land itself or adjoining land within 200m; if multiple land tenures, count only highest score) | Forest Park                                                                                                                                   | 2           |
|                                                                                                                                       | Private Land, forested                                                                                                                        | 2           |
|                                                                                                                                       | Private Land, agricultural                                                                                                                    | 0           |
|                                                                                                                                       | Edge effect = $\frac{1}{\text{area}} \times \text{edge length}$ (km). (*sites 1 ha or smaller are automatically 'high' irrespective of shape) | Low 0.5-0.2 |
| Adjacent waterway or wetland                                                                                                          | Medium 0.2-9.15                                                                                                                               | 2           |
|                                                                                                                                       | High < 0.15                                                                                                                                   | 1           |
|                                                                                                                                       | Ramsar Wetland                                                                                                                                | 10          |
|                                                                                                                                       | Declared waterway with a high index of stream condition                                                                                       | 8           |
| Environmental Overlays                                                                                                                | Declared waterway                                                                                                                             | 4           |
|                                                                                                                                       | Drainage lines                                                                                                                                | 1           |
|                                                                                                                                       | VPO 1 & 2                                                                                                                                     | 5           |
|                                                                                                                                       | EMO                                                                                                                                           | 5           |
| Prevent Investment                                                                                                                    | LSIO                                                                                                                                          | 5           |
|                                                                                                                                       | ESO 2 & 4                                                                                                                                     | 5           |
|                                                                                                                                       | Weed Control Works                                                                                                                            | 2           |
|                                                                                                                                       | Revegetation                                                                                                                                  | 2           |
| Pest Plants and Animals                                                                                                               | Prescribed Burrs                                                                                                                              | 2           |
|                                                                                                                                       | Fox or Rabbit infestation                                                                                                                     | Present     |
|                                                                                                                                       | Emergent weed                                                                                                                                 | Present     |
| Salinity, Acid Sulphate Soils or Erosion                                                                                              | Regionally controlled weed                                                                                                                    | Present     |
|                                                                                                                                       | Erosion                                                                                                                                       | Present     |
|                                                                                                                                       | Salinity                                                                                                                                      | Present     |
|                                                                                                                                       | Acid Sulphate Soils                                                                                                                           | Present     |

TABLE 7:  
Land Assessment Status

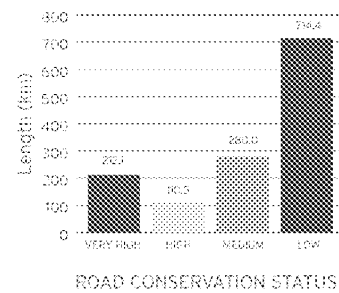
| NAME                               | SCORE | STATUS                         | DETAILED ASSESSMENT | MANAGEMENT PLAN |
|------------------------------------|-------|--------------------------------|---------------------|-----------------|
| Barongarook Road Reserve           | 33    | High Value                     | Required            | Required        |
| Barongarook Road Reserve           | 30    | High Value                     | Complete            | Complete        |
| Colac Creek                        | 22    | High Value/Threat              | Complete            | Complete        |
| Maree Ford Reserve                 | 20    | High Value                     | Required            | Required        |
| Barongarook Covenant Property      | 19    | High Value                     | Complete            | Complete        |
| Beac. Grasslands                   | 18    | High Value                     | Complete            | Required        |
| Deepdene Road Reserve              | 18    | High Value/Threat              | Complete            | Required        |
| Lake Colac                         | 15    | High Value/Threat              | Complete            | Complete        |
| Wye River Drainage Reserve         | 11    | Moderate Value                 | Required            | Required        |
| Heathfield Open Space (Apollo Bay) | 8     | Moderate Value /Threat Present | Complete            | Required        |

To identify the roadside reserves status, the Strategy has utilised an existing biodiversity database that provides an assessment of the reserves by a qualified independent botanist. The method employed for this assessment, although similar, has distinct differences from the criteria above used for land parcels. The Roadside Conservation Advisory Committee (RCAC) method is used as it is specifically designed for assessing roadside reserves. It differs from the land parcel method as it does not consider the edge effect (given that these reserves are linear) or place significant weight with adjoining land status (given that the majority is modified private land).

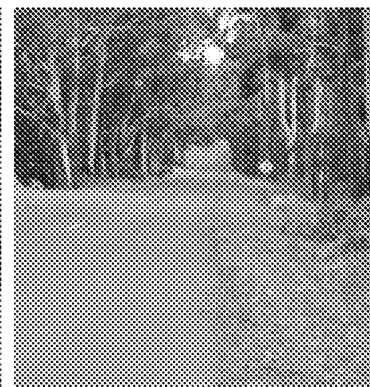
Figure 6 shows the conservation status lengths for Council roads: 212 km very high conservation, 110 km of high conservation; 280 km of medium conservation and 714 km of low conservation.

The very high and high conservation roadsides will be registered as sites of biodiversity significance and listed under a vegetation protection planning overlay. Although the asset based approach will be applied to managing the roadsides (i.e. protect the best) where there are significant threats, or a small section of low value roadside separating high value areas, then resources may be directed toward roadsides with low conservation status. It is important to note that detailed botanical assessments are still being carried out and once all 1600 km of roads are completed it is expected that there will be over 400km of high and very conservation values roadsides. Currently only Poorneel Lane has a specific management plan. However Council has a Roadside Vegetation Management Plan and roadside prescriptions that do provide guidance on how to protect the values of all roadside reserves.

FIGURE 6  
Roadside conservation values



LEFT: A native grass growing in a covenant property of Barongarook  
CENTRE: Colac Otway Shire's Stewart Anderson, at a Barongarook covenant property  
BELOW: High conservation roadside at Barongarook



3.2 ACHIEVEMENTS

TABLE 8:  
Council Managed Land Achievements

| COUNCIL MANAGED LAND ACHIEVEMENTS                                                      |
|----------------------------------------------------------------------------------------|
| 2010-2011: 100% of Council managed land considered for environmental values assessment |
| 2011-2012: 100% of Council managed land considered for environmental values assessment |
| 2012-2013: 100% of Council managed land considered for environmental values assessment |
| 2013-2014: 100% of Council managed land considered for environmental values assessment |
| 2014-2015: 100% of Council managed land considered for environmental values assessment |
| 2015-2016: 100% of Council managed land considered for environmental values assessment |
| 2016-2017: 100% of Council managed land considered for environmental values assessment |
| 2017-2018: 100% of Council managed land considered for environmental values assessment |
| 2018-2019: 100% of Council managed land considered for environmental values assessment |
| 2019-2020: 100% of Council managed land considered for environmental values assessment |
| 2020-2021: 100% of Council managed land considered for environmental values assessment |
| 2021-2022: 100% of Council managed land considered for environmental values assessment |
| 2022-2023: 100% of Council managed land considered for environmental values assessment |
| 2023-2024: 100% of Council managed land considered for environmental values assessment |
| 2024-2025: 100% of Council managed land considered for environmental values assessment |
| 2025-2026: 100% of Council managed land considered for environmental values assessment |
| 2026-2027: 100% of Council managed land considered for environmental values assessment |
| 2027-2028: 100% of Council managed land considered for environmental values assessment |
| 2028-2029: 100% of Council managed land considered for environmental values assessment |
| 2029-2030: 100% of Council managed land considered for environmental values assessment |

3.3 OBJECTIVES

TABLE 9:  
Council Managed Land Objectives (CMLO)

| COUNCIL MANAGED LAND OBJECTIVES (CMLO) |   |                                                                                                                                                                                          |
|----------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CMLO                                   | 1 | Undertake on-site environmental asset and threat assessments on Council managed land considered to have environmental value, and develop management plans to direct appropriate actions. |
| CMLO                                   | 2 | Ensure the protection and enhancement of environmental values on Council owned and managed land parcels.                                                                                 |
| CMLO                                   | 3 | Ensure the protection and enhancement of environmental values on Council managed roadsides.                                                                                              |
| CMLO                                   | 4 | Improve management of environmental threats on Council managed roadsides through implementation of strategic management actions.                                                         |
| CMLO                                   | 5 | Protect the listed high value areas through development and implementation of strategic management plans.                                                                                |
| CMLO                                   | 6 | Enhance the listed moderate value areas through implementation of strategic management actions.                                                                                          |
| CMLO                                   | 7 | Develop and implement an Open Space Strategy that acknowledges environmental values when Council is acquiring new land.                                                                  |



3.4 TARGETS

TABLE 10:  
Council Managed Land Targets (CMLT)

| COUNCIL MANAGED LAND TARGETS (CMLT) |    |                                                                                                                                                                                                    |
|-------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CMLT                                | 1  | Undertake assessments of environmental assets and threats on Council Managed roadsides by 2010.                                                                                                    |
| CMLT                                | 2  | Develop a policy to ensure that when acquiring land as part of a subdivision it will be assessed against the selection criteria and priority given to areas with more environmental value by 2011. |
| CMLT                                | 3  | Develop a policy to ensure that when acquiring any land consideration will be given to environmental management requirements by 2011.                                                              |
| CMLT                                | 4  | Review and update the current roadside vegetation management plan and the environmental weed strategy by 2011.                                                                                     |
| CMLT                                | 5  | Continue to implement Council's existing management plans for Council owned and managed land and review progress by 2014. (e.g. Lake Colac Revegetation and Weed Control Plan).                    |
| CMLT                                | 6  | Undertake detailed assessments of environmental assets and threats on all Council managed land of high value and moderate value by 2014. (e.g. Marrigo Flora Reserve).                             |
| CMLT                                | 7  | Develop and begin implementation of site specific management plans for all Council managed land of high value and moderate value by 2014. (e.g. Barnham River Confluence).                         |
| CMLT                                | 8  | Continue to implement Council's existing management plans for Council owned and managed roads and review progress in 2014. (e.g. Poorneet Lane Management Plan).                                   |
| CMLT                                | 9  | Develop and begin implementation of site specific management plans for all high value roadsides by 2014. (e.g. Besac-Dreelite Roadside).                                                           |
| CMLT                                | 10 | Develop and begin implementation of site specific management plans for all medium value roadsides by 2014. (e.g. Dewings Bridge Road Gerasangats).                                                 |
| CMLT                                | 11 | Ensure that all management plans for high value Council managed land and roadsides consider issues associated with adapting to climate change.                                                     |

3.5 CLIMATE CHANGE

In order to achieve the targets set in the Strategy it is important to acknowledge that measures will need to be taken to adapt to climate change. Current modelling suggests that the Shire will have higher temperatures, lower annual rainfall and more frequent extreme weather events, meaning more floods and more wildfires. These changes may have a significant impact on the value scoring associated with Council managed land.

For example, the number of threatened species may increase resulting in an increase in the number of areas listed as high value. These issues reinforce the need for re-assessing Council managed land every four years to ensure climate change implications are being accounted for. In addition, all new management plans developed for high value areas will have a section outlining measures that will help ensure preservation of values under climate change scenarios.

LEFT: Carp swim in the flooding Lake Colac  
CENTRE: Gery Removal from Lake Colac  
BELOW: Revegetation activities on the southern shoreline of Lake Colac

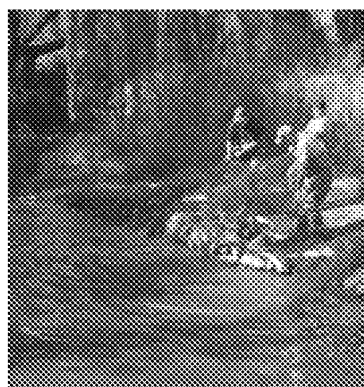
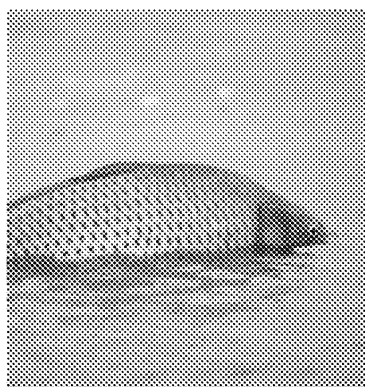


PHOTO COURTESY OF THE SHIRE OF COLAC



ABOVE, Pelicans Lake Right from  
Lake Canal

3.6 RELATIONSHIPS

EXTERNAL

For each area of land Council manages there are a unique set of external stakeholders that Council needs to work with in order to protect, enhance or restore environmental values. However in general terms the external key stakeholders include:

- DSE (e.g. Crown Land Manager Lake Colac and Council Managed Roadside);
- Parks Victoria (e.g. Committee of Management for Lake Colac);
- DPI (e.g. weed management on private land); and
- Adjoining land holders or land managers (e.g. private land owners adjoining roadsides).

To ensure strong working relationships are established each area needs to be treated differently. In some cases where there are complex land tenure arrangements and community expectations a consultative committee may be established, for example the Weeds Consultative Committee formed in 2002 to direct Council's weed control works. The committee is chaired by a Councillor and has membership from various government agencies and environmental groups. In other cases it may be appropriate to simply write letters to adjoining landholders informing them of the values in the area, the management actions being undertaken and who to contact if they have any questions (e.g. high conservation roadsides).

There are a number of high value areas of Council managed land that form part of a larger environmental asset. Lake Colac is an example of this where Council is the Committee of Management for less than 10% of the area. Other examples include land that is a part of Lake Corangamite and the Barham River Catchment. Due to the importance of these environmental assets Council will advocate to the relevant stakeholders the importance of integrated catchment management. Accordingly these areas have been identified in the Advocacy and Facilitation section of the Strategy. By advocating and facilitating action through community driven groups such as the Lake Colac Consultative Committee and the Otway Barham Reference Group more holistic benefits can be achieved for the environment.

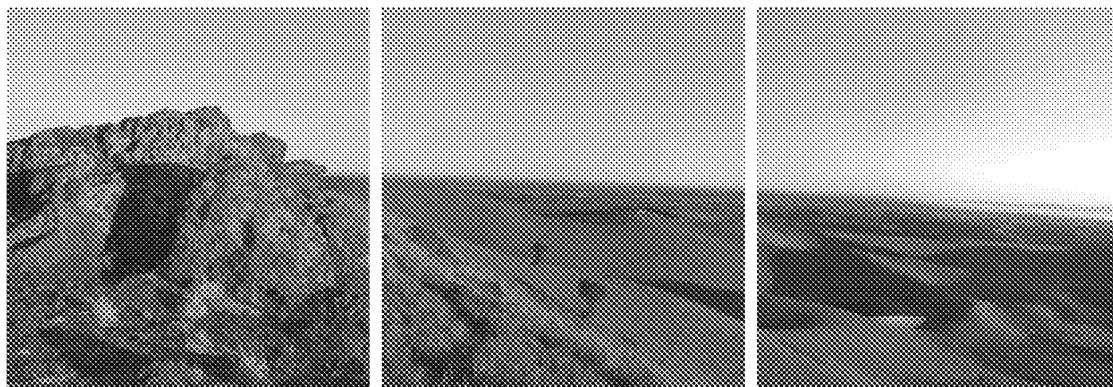
It is important to highlight that all new management plans developed for high value areas will be developed through consultation with key stakeholders. The plans will have a section outlining measures that will help ensure that the relationships with key stakeholders are strengthened to enable the best possible outcome.

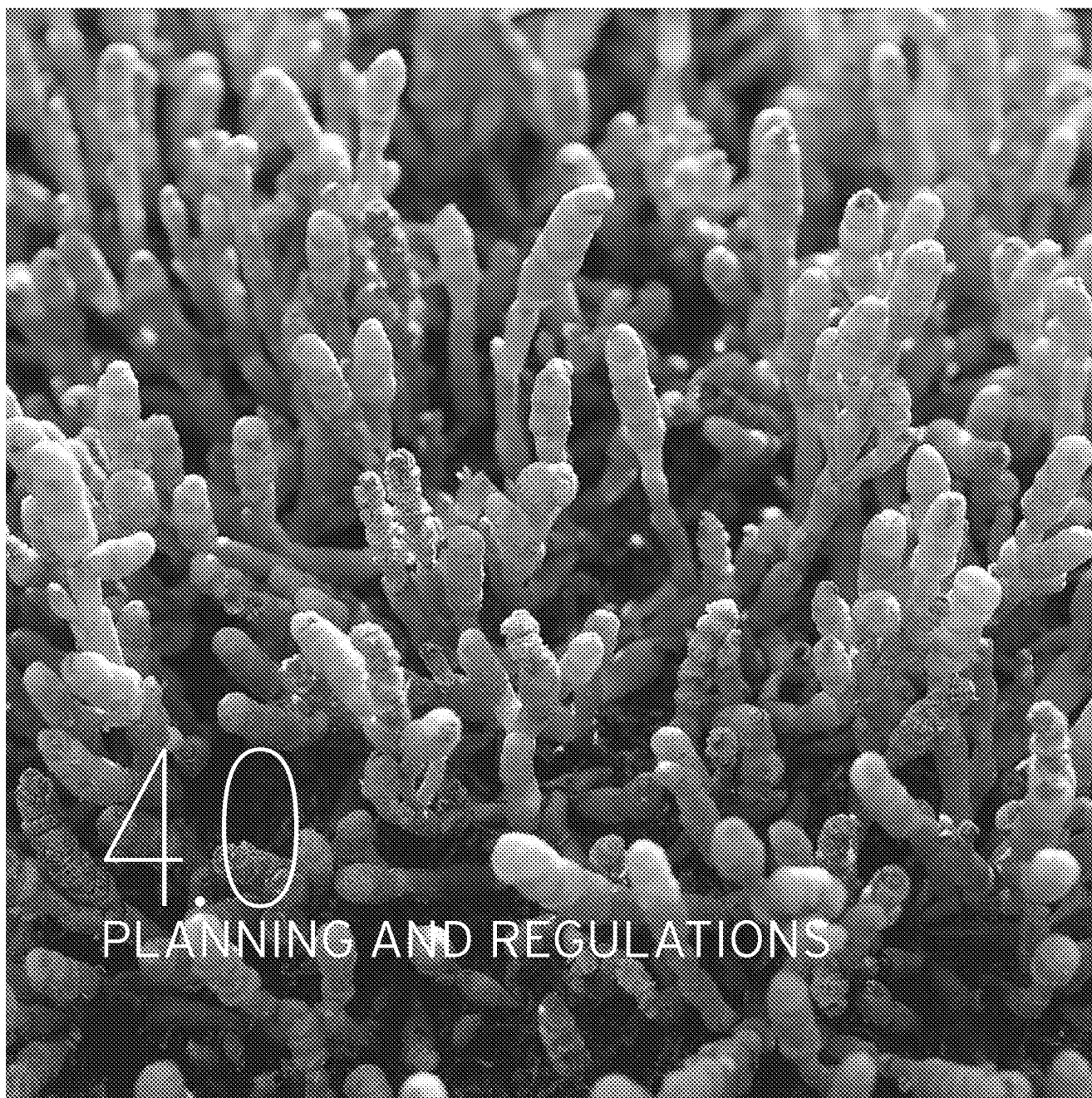
The picture below is of Red Rock which is *not* on the list of high conservation areas in Table 7 because Council is only responsible for the road and the car park. However, it is an example of where Council needs to work with the surrounding land managers to preserve the values of the area.

INTERNAL

Strong internal relationships are also critical to improving management of Council managed land. Regular inter-departmental meetings along with internal referral processes have been implemented to ensure good communication particularly in areas with environmental sensitivity. On-site meetings are also being carried out in some cases to ensure all parties are clear on the prescriptions that need to be adhered to. The effectiveness of these processes needs to be regularly reviewed to ensure internal relationships are maintained and enhanced, particularly when new staff joins the Council. Council's Environment Unit will carry out these reviews and report to the Executive Management Team of Council if there are any issues that need to be rectified.

BELOW: The view from Red Rock





# 40

## PLANNING AND REGULATIONS

*The Planning and Environment Act (1987) provides the legislative backing for the development of the Colac Otway Shire Planning Scheme.*

The scheme sets out policies and provisions for the use, development and protection of land in the Shire. Key provisions of the scheme are set by the State Government.

For example section 52.17 defines state wide provisions on native vegetation.

*Appendix 2* provides details on other key elements of the planning scheme (listed below) that Council has more ability to influence.

- Municipal Strategic Statement (Local Planning Policy Framework);
- Zoning; and
- Overlays.

*ABOVE: Salt loving beaded glasswort grows on the edge of Lake Carrington*

It is important to note that Council is also responsible for regulating provisions under the *Environmental Protection Act* (e.g. littering and septic tanks), the *Country Fire Authority Act* (e.g. issuing of fire prevention notices) and codes of practice (e.g. *Code of Practice For Timber Production On Private Land*). Local Laws also provide Council with the ability to manage environmental issues, for example Council's Livestock Local Law has provisions to ensure that grazing of roadsides is carried out in an environmentally sensitive manner.

The administering and enforcement of the planning scheme and the other relevant regulations provides Council with the ability to influence environmental management across the landscape. However it is important to note that Council cannot make changes to the planning scheme or the regulations without an amendment being approved subject to prescribed public notices and consultation processes. Amendments may also need to be approved by another government agency. Therefore, although the planning scheme and regulations provide an opportunity for Council to significantly improve environmental management across the landscape, however making changes to the provisions is not within the complete control of Council. This needs to be appreciated when considering the targets set in this section of the Strategy.

4.3 ACHIEVEMENTS

TABLE 11:  
Planning and Regulation Achievements

| PLANNING AND REGULATION ACHIEVEMENTS                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approval of the Environmental Management System (EMS) for the Council's operations, including the Council's Environmental Policy, Environmental Objectives and Environmental Management Plan. |
| Implementation of the Council's Environmental Management System through the Council's Environmental Management Plan.                                                                          |
| Appointment of a Compliance Enforcement Officer to implement a system to monitor and enforce planning scheme compliance with a stipulation from Local Laws.                                   |
| Auditing of private forestry operations against the State Government code of practice and Council's <i>Timber Harvesting Prescriptions</i> .                                                  |
| Climate change considerations for sea level rise in line with the Victorian Coastal Strategy.                                                                                                 |
| Improved septic tank systems in proclaimed water catchments.                                                                                                                                  |
| Improved water quality at Wye River, Separation Creek and Kennett River through septic tank improvements.                                                                                     |
| Land management plans required for developments in areas with significant environmental values.                                                                                               |
| Processes for monitoring septic tank condition and enforcing replacement as required.                                                                                                         |
| Reduction of litter on private land (silage wrap) through enforcement of regulations by Local Laws.                                                                                           |
| Implementation of a strategic fire prevention programme that also considers the ecological benefits of fire (e.g. weed control).                                                              |
| Small town master plans developed that identify sustainability principles.                                                                                                                    |
| Review of Council's Roadside Grazing Procedure to ensure environmental assets are protected.                                                                                                  |

BELOW: A koala in the Great Otway National Park.  
RIGHT: A bluegum plantation in the Otways.



COUNCIL OF THE OTWAYS AND DISTRICTS

4.2 OBJECTIVES

TABLE 12:  
Planning and Regulation Objectives (PRO)

| PLANNING AND REGULATION OBJECTIVES (PRO) |   |                                                                                                                                                                                                                     |
|------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRO 1                                    | 1 | Environmental Sustainability principles incorporated into new developments and storm water quality leaving residential, commercial and industrial environment and entering waterways and soil profiles is improved. |
| PRO 2                                    | 2 | Ensure the Planning Scheme contains the most up to date information with regards to overlays, associated schedules and controls that match.                                                                         |
| PRO 3                                    | 3 | Ensure the protection and enhancement of environmental assets on or near private land through land management plans and regulatory controls that are appropriately enforced.                                        |
| PRO 4                                    | 4 | Integrated fire prevention measures that also provide ecological benefits.                                                                                                                                          |
| PRO 5                                    | 5 | Achieve a net gain in the quality and quantity of native vegetation on private land.                                                                                                                                |

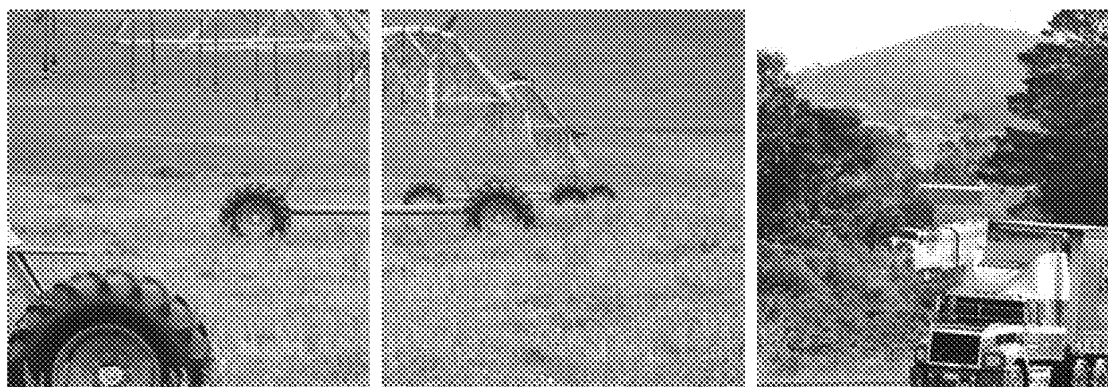
4.3 TARGETS

TABLE 13:  
Planning and Regulation Targets (PRT)

| PLANNING AND REGULATION TARGETS (PRT) |    |                                                                                                                                                                                                             |
|---------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRT 1                                 | 1  | Incorporate most current environmental mapping into Councils planning scheme and review as required.                                                                                                        |
| PRT 2                                 | 2  | Develop and implement response strategies to environmental pollution events by 2011.                                                                                                                        |
| PRT 3                                 | 3  | Develop and commence implementation of an offset management procedure to manage native vegetation off-sets established across the Shire by 2011.                                                            |
| PRT 4                                 | 4  | Develop a Council Environmental Sustainability policy for the organisation that addresses opportunities for improving sustainability of new developments by 2012.                                           |
| PRT 5                                 | 5  | Implement a Council Environmental Sustainability policy for the organisation that addresses opportunities for improving sustainability of new developments by 2012.                                         |
| PRT 6                                 | 6  | Review the municipal strategic statement by 2014 and ensure climate change, salinity, sustainable land use and acid sulphate soils are recognised appropriately and are managed through statutory controls. |
| PRT 7                                 | 7  | Implement recommendations in the Colac Otway Shire Domestic Wastewater Management Plan, review the Plan's performance and renew by 2014.                                                                    |
| PRT 8                                 | 8  | Develop and implement standards for domestic wastewater treatment systems near waterways and in water supply and ground water recharge areas by 2014.                                                       |
| PRT 9                                 | 9  | Develop and commence implementation of an integrated Fire Management Plan by 2014 for safety and ecological outcomes.                                                                                       |
| PRT 10                                | 10 | Undertake audits of at least 20 properties with land management plans and 20 logging coupes every year with a target of 100% compliance by 2015.                                                            |

BELOW: A paddock being irrigated at Aivie

Below: Transport, climate change action has to come from all corners of our community



1.6 | COLAC OTWAY SHIRE - Environment Strategy 2010-2018

4.4 CLIMATE CHANGE

In order to achieve the targets set in this section of the Strategy it is important to acknowledge that measures will need to be taken to not only adapt to but also prevent climate change. Planning and regulations can prepare the community to adapt to climate change impacts (e.g. sea level rise) but they can also prevent activities that will increase carbon emissions from the region (e.g. housing developments solely reliant on car usage).

Targets have been set in the Strategy to help achieve more sustainable developments that will result in reduced carbon emissions for new developments however targets have not been set specifically in relation to planning provisions for adapting to climate change. This is due to the complexity associated with this issue and the significant amount of research that is currently being undertaken to understand the implications of climate change (e.g. DSE Future Coasts Project). Until there is more certainty in this area (i.e. how much will the sea level rise?) Council has to rely on the information and guidance being provided by State and Federal Government agencies that have the expertise and resources to undertake the research and analysis required.

The Victorian Coastal Strategy (Victorian Coastal Council, 2008) sets out a section for climate change, highlighting that sea level rise and storm surges are significant issues. A minimum allowance of 0.8m is stipulated along with three adaptation options:

- Protect (protection of beaches, dunes and infrastructure; land use and development);
- Accommodate (planning and building policies and provisions, redesign and rebuild); and
- Retreat (relocation of infrastructure, land use and development).

It is also important to note that the State Government is in the process of developing the Land and Biodiversity White Paper and a Climate Change White Paper. It is certain that these documents will have implications for how all Victorian local governments respond to climate change through planning and regulatory means.

4.5 RELATIONSHIPS

EXTERNAL

There are many external stakeholders that Council needs to work with in order to administer the planning scheme and the various regulations. However in general terms the key stakeholders include:

- Department of Planning and Community Development (responsible for approval of planning scheme amendments);
- Department of Sustainability and Environment (referral authority for biodiversity and native vegetation matters);
- Corangamite Catchment Management Authority (referral authority for land subject to inundation and works on water ways permits);
- Country Fire Authority (referral authority for land subject to wild fire);
- Environmental Protection Authority (sets regulations for littering and septic tanks);
- Department of Primary Industries (sets regulations for forestry on private land); and
- Permit applicants (e.g. private land owners adjoining roadsides).

To ensure strong working relationships are established and maintained each circumstance needs to be treated differently. In some cases there are many parties who need to be engaged (e.g. planning scheme amendment) while in other areas it may be appropriate to meet with only the permit applicant informing them of the values in the area, the management actions required and who to contact if they have any questions.

Where Council is monitoring compliance and where enforcement measures are required it is particularly important that all the key stakeholders have a clear and transparent relationship. In such cases Council will ensure that stakeholders are kept informed of all developments in writing and rely on strong relationships with other relevant authorities to ensure that mixed messages are not being given to the community. Where strong relationships exist often an on-site meeting can be undertaken to expedite a resolution satisfactory to all parties.

INTERNAL

It is important to highlight that activities undertaken by Council (e.g. capital works projects) are almost always subject to requirements under the planning scheme and the various regulations. Therefore strong internal relationships are critical to ensuring Council works are carried out appropriately. Regular inter-departmental meetings along with internal referral processes have been implemented to ensure good communication particularly in areas with environmental sensitivity. On-site meetings are also being carried out in some cases to ensure all parties are clear on the prescriptions that need to be adhered to.

The effectiveness of these processes needs to be regularly reviewed to ensure internal relationships are maintained and enhanced particularly when new staff joins the Council. Council's Environment Unit will carry out these reviews and report to the Executive Management Team of Council if there are any issues that need to be rectified.

ENVIRONMENT AND CLIMATE CHANGE



Physical works and general services are carried out by Council on behalf of the community and include everything from road works to rubbish collection.

*ABOVE: Odonate (otherwise known as a dragonfly or damselfly) shell*

This section covers a wide range of works, each with its own set of regulations and legislative requirements.

Physical works are defined as any works of a physical nature, encompassing both capital and maintenance works.

Capital works are defined as building and engineering works that create an asset, as well as constructing or installing facilities and fixtures.

These works typically include construction of buildings, roads and bridges.

Maintenance works are undertaken to maintain existing assets in working condition.

These keep an asset functioning and do not enhance the asset significantly. This is in contrast to capital works on an existing asset, which will substantially change or improve the asset through expansion or upgrades.





5.2 OBJECTIVES

TABLE 15:

*Physical Works and General Services Objectives (PWGSO)*

| PHYSICAL WORKS AND GENERAL SERVICES OBJECTIVES (PWGSO) |    |                                                                                                                                                                                           |
|--------------------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PWGSO                                                  | 1  | All Council programmes, projects, services, plans and policies to have environmental considerations incorporated into them that aim to demonstrate the current best management practices. |
| PWGSO                                                  | 2  | Council policy that encourages purchasing of more environmentally friendly services and products.                                                                                         |
| PWGSO                                                  | 3  | Implementation and review of the Greenhouse Action Plan to reduce Council's energy use.                                                                                                   |
| PWGSO                                                  | 4  | Implementation and review of the Sustainable Water Use Plan to reduce Council's water use.                                                                                                |
| PWGSO                                                  | 5  | Reduced waste entering landfill by increasing the amount of waste being re-used or recycled.                                                                                              |
| PWGSO                                                  | 6  | Environmental credentials of licensees, contractors and service providers assessed in selection processes to encourage best environmental management practices.                           |
| PWGSO                                                  | 7  | A Green Business Network established using green marketing tools to encourage more businesses to become more environmentally responsible in their operations.                             |
| PWGSO                                                  | 8  | Identify water quality issues that pose a threat to environmental health and take appropriate action.                                                                                     |
| PWGSO                                                  | 9  | Protect sensitive areas from pollution through improved stormwater and waste water management.                                                                                            |
| PWGSO                                                  | 10 | Environmentally Sustainable Development practices for all capital works carried out by Council.                                                                                           |
| PWGSO                                                  | 11 | Environmental management incorporated into all events carried out in the Shire.                                                                                                           |
| PWGSO                                                  | 12 | Ensure cultural heritage values are protected during works carried out by Shire.                                                                                                          |

5.3 TARGETS

TABLE 16:

*Physical Works and General Services Targets (PWGST)*

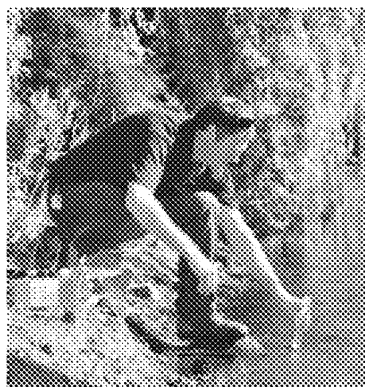
| PHYSICAL WORKS AND GENERAL SERVICES TARGETS (PWGST) |    |                                                                                                                                                                                                                        |
|-----------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PWGST                                               | 1  | Maintain regular water quality monitoring at nine waterway sites across the region and place results on the Council website every three months.                                                                        |
| PWGST                                               | 2  | Develop a Memorandum of Understanding with local aboriginal groups, to ensure protection of cultural heritage and to engage them in environmental management initiatives by 2011.                                      |
| PWGST                                               | 3  | Develop and implement a criteria for assessing the environmental credentials and plans of contractors, in a manner appropriate for the nature and scope of the works by 2011.                                          |
| PWGST                                               | 4  | Develop and implement a Council Environmental Sustainability policy to direct Council's programs, projects, processes and services by 2012 and undertake audits to ensure compliance.                                  |
| PWGST                                               | 5  | A total of 65% recovery rate (by weight) of waste produced through Council operations for re-use, recycling or energy generation by 2013.                                                                              |
| PWGST                                               | 6  | Develop an Environmental Management System that encourages best management practices for all Council programmes, projects, services, plans and policies by 2014 and investigate having it ISO14001 accredited by 2016. |
| PWGST                                               | 7  | Council to improve water use efficiency by implementing Water Management Action Plans for Council facilities that consume more than 10ML per year and review progress by 2014.                                         |
| PWGST                                               | 8  | Obtain Waste Wise certification for 11 major Council facilities by 2014.                                                                                                                                               |
| PWGST                                               | 9  | Implement the recommendations of the Colac Otway Stormwater Management Plan and review progress in 2014.                                                                                                               |
| PWGST                                               | 10 | Waste Wise certification requirement for all Council approved community events and festivals held within the Shire by 2014.                                                                                            |
| PWGST                                               | 11 | Council to increase green purchasing to 2.5% of total operating budget by 2014 and to 5% by 2018. (Note: Total operating budget includes human resource expenditure).                                                  |
| PWGST                                               | 12 | Council to become Carbon neutral (zero net emissions) by 2018.                                                                                                                                                         |
| PWGST                                               | 13 | Council to satisfy 15% of its water consumption requirements through rainwater harvesting or treated water by 2016. (Note this will require flow metres to be placed on rainwater tanks to measure usage).             |

5.6 CLIMATE CHANGE

Physical works and general services will need to adapt to climate change but the targets set in the Strategy focus on reducing emissions that contribute to climate change. Achieving the targets set in this section of the Strategy will dramatically reduce Council's carbon footprint. Physical works may need to be changed or maintenance regimes changed to adapt to climate change impacts. For example an increase in the number of extremely hot days each year will cause roads to warp and crack and increase maintenance requirements. Reduced average rainfall, an increase in wild fire events and sea level rise will also have impacts on Council assets that will need to be managed. Targets have not been set for adaptation due to the complexity of predicting impacts. However Council's capital works programme needs to consider the latest research findings and try to account for the increased costs that may be incurred as a result of climate change. New information is being published regularly and more specific targets may be able to be identified in the review of the strategy in 2014.

*"This is a good opportunity for the Shire to demonstrate leadership...!"*

- Beech Forest Forum Participant



LEFT: Chief Otway Shire Council's Simon Howland water testing Barongopal Creek

5.7 RELATIONSHIPS

EXTERNAL

There are many external stakeholders, groups and organisations that Council needs to work with in order to carry out physical works and general services. Some of the key stakeholders include:

- Environmental Organisations (e.g. ECOBuy, Waste Wise and the Barwon Region Waste Management Group);
- Environmental networks (e.g. Landcare Networks and the Local Government Environment Officer Network);
- Business networks (e.g. Otway Business Inc., Otway Tourism and the Apollo Bay Chamber of Commerce and Tourism);
- Contractors (e.g. Engineering Companies); and
- Lessees (e.g. sporting clubs).

To ensure strong working relationships are established and maintained each works project or service needs to be treated differently. In some cases there are many parties who need to be engaged (e.g. construction of a new council building) while in other cases it may be only a small number of parties (e.g. the purchase of paper for printing and photocopying). In some cases a stakeholder committee may be developed to ensure the programme is undertaken effectively.

INTERNAL

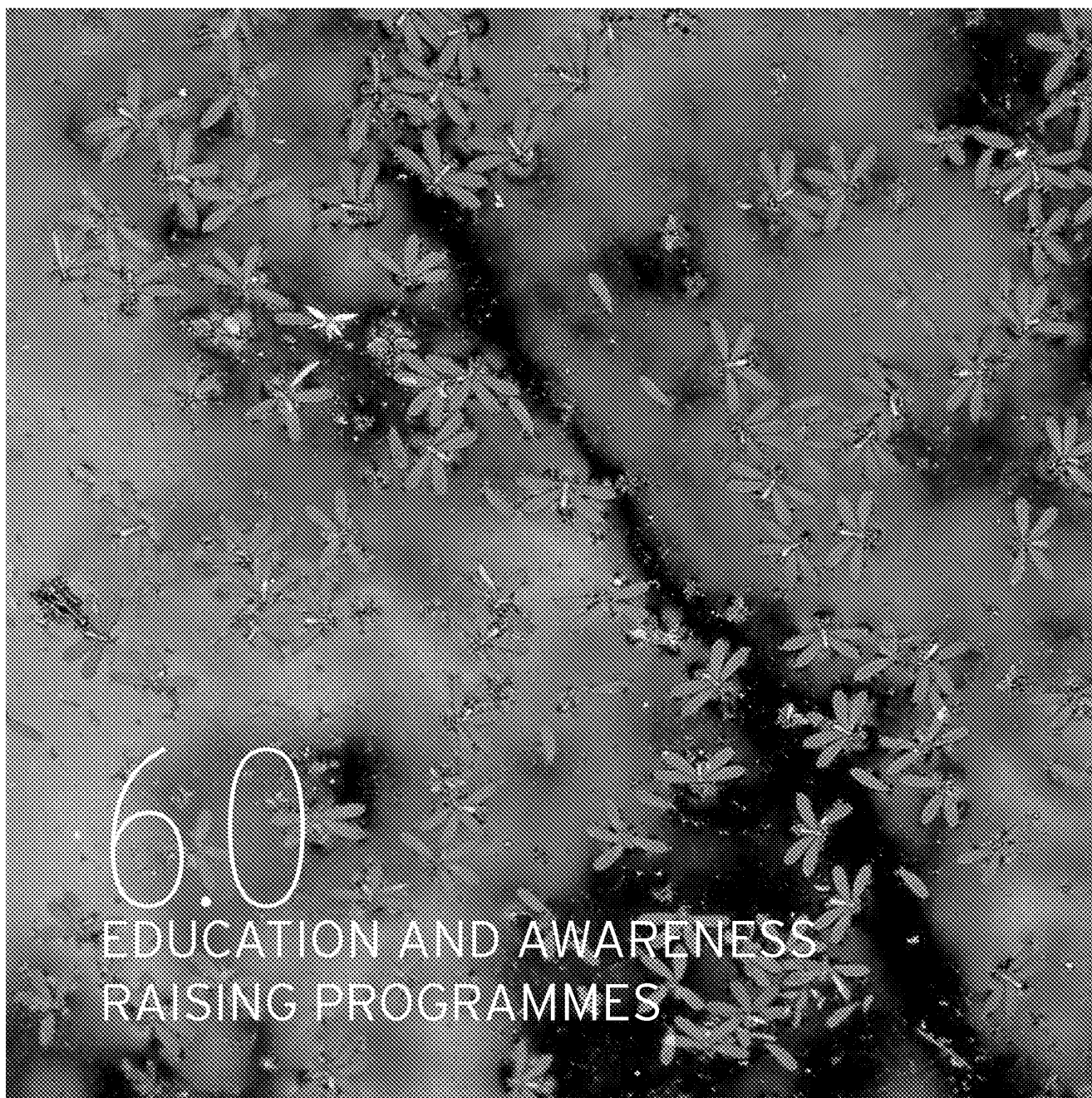
It is important to highlight that strong internal relationships are critical to ensuring works and services are carried out appropriately. As previously stated regular inter-departmental meetings along with internal referral processes have been implemented to ensure good communication particularly in cases with environmental sensitivity. On-site meetings are also being carried out in some cases to ensure all parties are clear on the prescriptions that need to be adhered to.

These internal processes are strengthened through two other environmentally focused working groups. The Sustainability Working Group was formed in 2007 to oversee implementation of the Greenhouse Action Plan and the Sustainable Water Use Plan through investment from Council's Sustainability Action Fund. The group is chaired by the Chief Executive Officer of Council and is critical to achieving the targets set in this section of the strategy.

A Water Managers Working Group was formed in 2008 to provide a coordinated response on strategic water management issues and initiatives. The current drought and the threat posed by climate change demand that even more attention be given to the strategic management of water. The Water Managers Working Group, chaired by the General Manager for Infrastructure and Services, is also critical to achieving the targets set in this section of the strategy.

The Environment Unit within Council provides a critical role in ensuring that the internal relationships are maintained. The Environment Unit provides the executive support for the two working groups described above and will monitor the effectiveness of these processes to ensure internal relationships are maintained and enhanced particularly when new staff joins Council. Council's Environment Unit will carry out these reviews and report to the Executive Management Team of Council if there are any issues that need to be rectified.

PHYSICAL WORKS AND CAPITAL SERVICES



To create a community that is prepared to address the environmental challenges, Council must encourage environmental values and develop skills of the people that live and work in the Shire including Council staff. Importantly, education and awareness raising build people's capacity to innovate and implement solutions independently.

Education and awareness raising are not the only means to improve environmental management by the general community.

Other measures referred to in the Strategy include, legislation, planning scheme provisions, regulation and demonstration of best management practices.

With its focus on knowledge, skills, values and behaviour, education and awareness raising are critical tools in achieving enduring change.

However the prospects of success in implementing change are enhanced when the tools are integrated.

*ABOVE: Termites form an abstract pattern*

Therefore the Strategy seeks to ensure that education and awareness raising targets are integrated with the targets outlined in the previous sections of the Strategy.

The education and awareness raising programme presented in the Strategy has three core elements:

1. Demonstrating leadership through Council's own policies, programmes and operations;
2. Working with business and industry on incentives for change such as improved efficiencies, cost savings and corporate reputation; and
3. Harnessing community spirit to act by creating opportunities for local communities to get involved in local projects and for individuals to take action in their own lives.

6.1 ACHIEVEMENTS

TABLE 17:  
Education and Awareness Achievements

| EDUCATION AND AWARENESS ACHIEVEMENTS |                                                                                                                                                                                                                                                                                |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                    | Increased community awareness of environmental management actions being undertaken by Council.                                                                                                                                                                                 |
| 2                                    | Increased and then maintain Council staff and Councillors understanding of the environmental values/issues in the Shire, relevant environmental legislation and regulation along with the associated agencies in the sector and relevant Council processes and policies.       |
| 3                                    | New Council staff and Councillors to be inducted on the environmental values, programmes and policies for the Shire.                                                                                                                                                           |
| 4                                    | Increase the awareness of the business community on opportunities to improve efficiency through improved environmental management and also the potential marketing benefits.                                                                                                   |
| 5                                    | Increase and maintain community understanding of the environmental values/issues in the Shire, relevant environmental legislation and regulation along with the associated agencies in the sector and provide information to help them be more sustainable in their own lives. |
| 6                                    | Provide various opportunities for the community to be involved in local environmental projects and to form groups that carry out ongoing works.                                                                                                                                |

*"Don't be afraid to think big - small groups can achieve great things"*

- Apollo Bay Forum Participant

6.2 OBJECTIVES

TABLE 18:  
Education and Awareness Objectives (EAO)

| EDUCATION AND AWARENESS OBJECTIVES (EAO) |   |                                                                                                                                                                                                                                                                                |
|------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EAO                                      | 1 | Increase and then maintain Community awareness of environmental management actions being undertaken by Council.                                                                                                                                                                |
| EAO                                      | 2 | Increase and then maintain Council staff and Councillors understanding of the environmental values/issues in the Shire, relevant environmental legislation and regulation along with the associated agencies in the sector and relevant Council processes and policies.        |
| EAO                                      | 3 | New Council staff and Councillors to be inducted on the environmental values, programmes and policies for the Shire.                                                                                                                                                           |
| EAO                                      | 4 | Increase the awareness of the business community on opportunities to improve efficiency through improved environmental management and also the potential marketing benefits.                                                                                                   |
| EAO                                      | 5 | Increase and maintain community understanding of the environmental values/issues in the Shire, relevant environmental legislation and regulation along with the associated agencies in the sector and provide information to help them be more sustainable in their own lives. |
| EAO                                      | 6 | Provide various opportunities for the community to be involved in local environmental projects and to form groups that carry out ongoing works.                                                                                                                                |

6.0 EDUCATION AND AWARENESS RAISING PROGRAMMES

### 6.3 TARGETS

TABLE 19:

Education and Awareness Targets

| EDUCATION AND AWARENESS TARGETS (EAT) |   |                                                                                                                                                                                                                            |
|---------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EAT 1                                 | 1 | Maintain regular updates on environmental initiatives undertaken by Council through monthly media releases and highlight significant achievements in a detailed advertorial placed in local papers every two years.        |
| EAT 2                                 | 2 | Develop ongoing 'general' and 'issue specific' training programmes for Council staff and Councillors addressing major issues in the Shire and relevant environmental/cultural heritage legislation and regulation by 2011. |
| EAT 3                                 | 3 | An environmental/cultural heritage induction process for new Council staff and Councillors to be developed and initiated by 2011.                                                                                          |
| EAT 4                                 | 4 | Develop and promote a web based information package targeted at local businesses and industry and identify any specific training needs by 2011.                                                                            |
| EAT 5                                 | 5 | Develop and promote a web based information package targeted at the general community and identify any specific training needs by 2011.                                                                                    |
| EAT 6                                 | 6 | Develop and implement an ongoing training programme for local business', industry and community by 2014.                                                                                                                   |
| EAT 7                                 | 7 | Provide a minimum of two environmental community days each year and support Landcare Groups to carry out ongoing works where community interest is sufficient.                                                             |

### 6.4 CLIMATE CHANGE

Achieving the targets set in this section of the Strategy will help reduce the communities' carbon footprint and raise awareness of actions Council is taking to reduce carbon emissions in order to demonstrate to the community ways to mitigate and adapt to climate change.

As stated in previous sections of the strategy a number of internal mechanisms already exist to ensure regular communication. These mechanisms will be critical to developing appropriate actions to achieve the two targets (i.e. EAT 2 and EAT 3) set in this section of the Strategy that focus on Council staff and Councillors. Council's Environment Unit will lead this process and use existing networks (e.g. the Weeds Consultative Committee) to ensure the education and awareness raising programmes are effective.

### 6.5 RELATIONSHIPS

There are many external stakeholders, groups and organisations that Council needs to work with in order to carry out education and awareness raising programmes.

Some of the key stakeholders include:

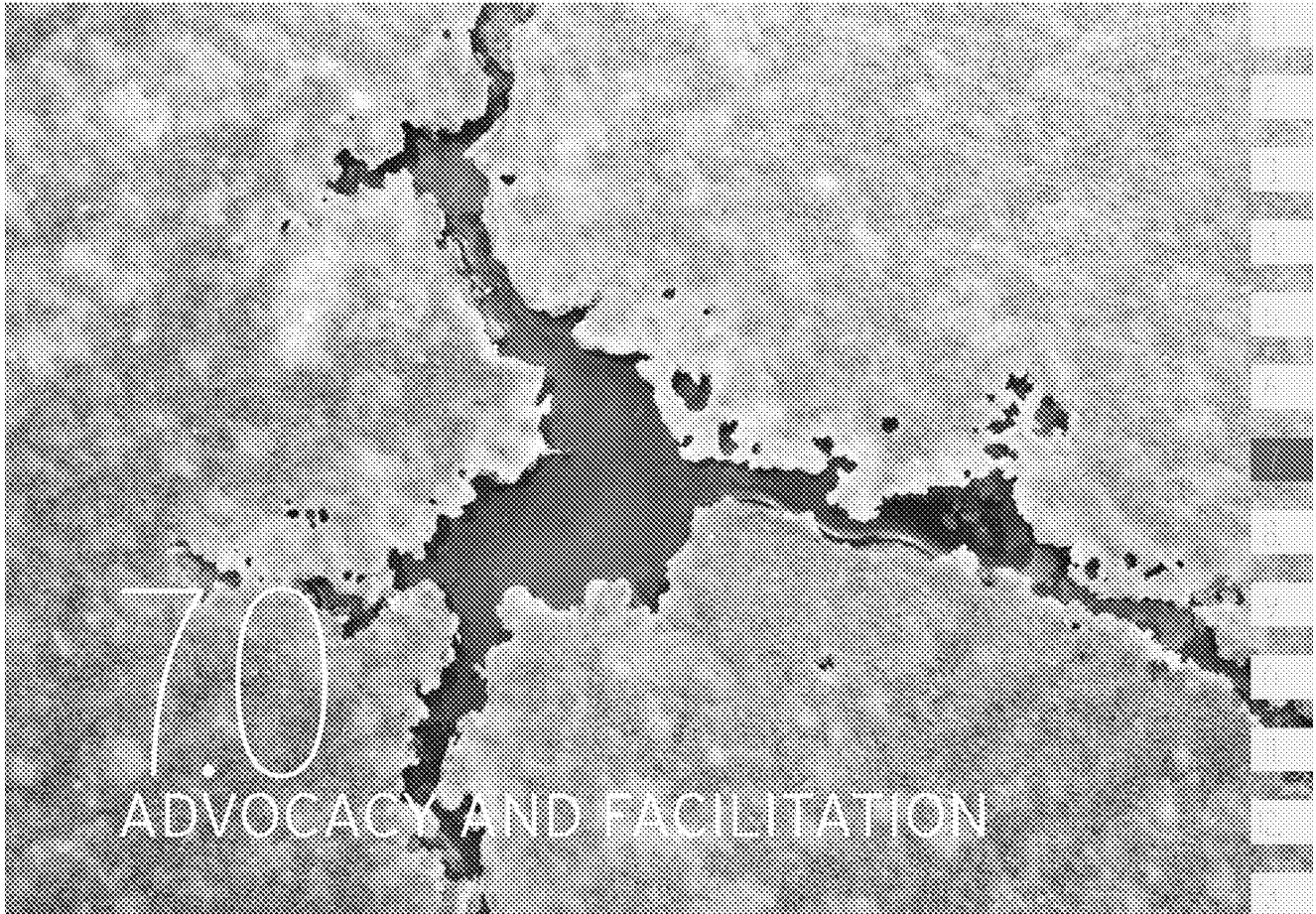
- Government and Statutory bodies (e.g. Sustainability Victoria);
- Environmental Networks (e.g. Landcare Networks);
- Business Networks (e.g. Otway Business Forum); and
- Local community groups (e.g. Progress Associations).

To ensure strong working relationships are established and maintained each programme needs to be treated differently. In some cases there are many parties who need to be engaged to organise an event (e.g. World Environment Day activities) while in other cases a small number of technical experts need to be engaged to develop an information package (e.g. Environmental weed pamphlet).

LEFT: See the light and help our environment with energy-efficient lightglobes

BELOW: Planning for the future - Barongarook Creek





As previously stated the focus of the Strategy is on areas Council can control or strongly influence. Areas outside of this focus area that are important to Council and the community are identified in this section to direct Council's efforts to advocate concerns or issues on behalf of the community.

Council has identified a number of the recommendations in the State of the Environment Report Victoria 2008 that are of high importance to the local community. Each of these, as well as additional issues identified through the community engagement process, is listed in Table 20.

Council recognises the importance of these issues and commits to advocating concerns and/or facilitating progress on behalf of the community with the relevant stakeholders.

As part of this process, Council will determine what method will be used to advocate on behalf of the community.

Possible methods include:

- Asking questions;
- Offer advice;
- Facilitate discussion with relevant parties' and/or
- Facilitate community action.

Given that Council resources are limited the Strategy identifies an advocacy process shown in Figure 7 that ensures appropriate resources are dedicated to a specific issue. It is important to highlight that the process allows new issues to be identified and added to the list in Table 20 as they arise. When the issue is raised by the community it is first examined by the SWG. The SWG prepares a report for Council Executive that decides whether Councillors should be briefed on the issue. If so, Councillors make a decision in relation to the approach Council should take on the issue and the community will be notified on the decision.

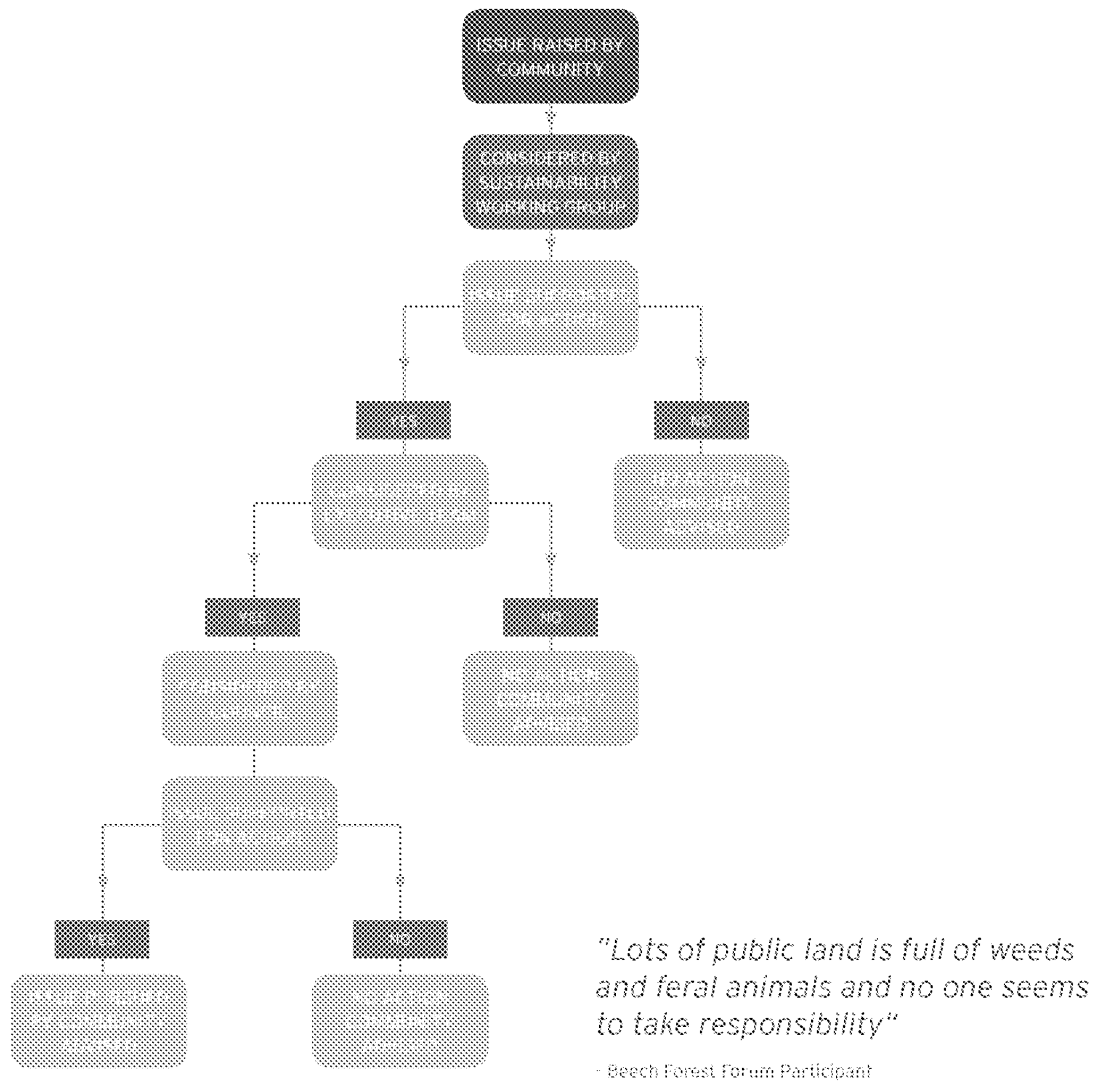
*"A bottom up, community-developed plan for collective action, based on community priorities and agreed outcomes is needed."*

- Apollo Bay Forum Participant

ABOVE: Salt crust at Lake Corangamite

7.0 ADVOCACY AND FACILITATION

FIGURE 7:  
Advocacy and Facilitation process



BELOW: Marrine's stepping stones

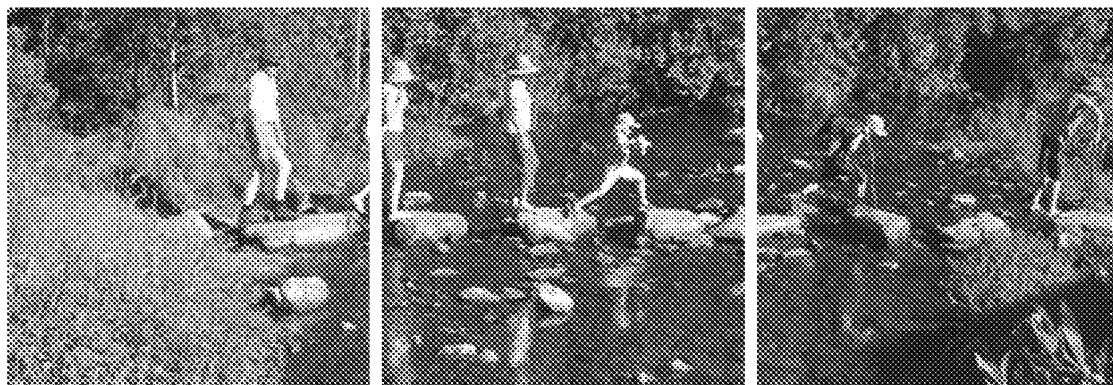




TABLE 20:  
Advocacy and Facilitation Issues

| ADVOCACY AND FACILITATION ISSUES                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Climate Change                                              | <p>The need to:</p> <ul style="list-style-type: none"> <li>Formulate a response to the increased risk of extreme weather events that are arising from climate change.</li> <li>Increase the knowledge and understanding of the impacts of climate change on the environmental values of inland waters; including risks posed by soil acidification and issues associated with dry lakes.</li> <li>Update the Victorian Coastal Strategy as outcomes of the Future Coasts project become known.</li> <li>Ensure mechanisms are established to provide information to local governments to assist in planning decisions that may be impacted by climate change.</li> <li>Establish processes/mechanisms to ensure the inflow of information from State Government to Local Government and the community.</li> <li>Advocate to State and Federal Governments on Climate Change and reducing Victoria's and Australia's carbon emissions.</li> </ul> |
| Sustainable Resources, Trees and Parks Management           | <p>The need for:</p> <ul style="list-style-type: none"> <li>Establishment of a set of national, mandatory minimum standards for water and energy use efficiency in new appliances, homes, commercial and government premises and subdivision design.</li> <li>Increased water efficiency performance thresholds expected from the 5 star building standards that include stormwater quality objectives and energy use objectives.</li> <li>Increased numbers of local businesses in the region certified through ECOGuy and Waste Wise programmes.</li> <li>Investigation increasing the quality of treated water (e.g. Class A) to encourage wider community use.</li> </ul>                                                                                                                                                                                                                                                                    |
| Soil Health                                                 | <p>The need to:</p> <ul style="list-style-type: none"> <li>Update the soil surface pH map layer to indicate the current soil pH status.</li> <li>Develop and implement an Acid Sulphate Soil strategy, which identifies risk areas and extend it to inland areas and also develop statutory controls for local government.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Native Plant, Animal and Habitat Protection and Enhancement | <p>The need to:</p> <ul style="list-style-type: none"> <li>Identify where offsets are located and ensure they are being tracked by DSE.</li> <li>Ensure that DSE has adequate resources to assess the additional vegetation clearing permit applications being referred by local governments.</li> <li>Increase promotion of the threats to grassy ecosystems and the protection under state and federal regulation to the community.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Pest Plants and Animal Control                              | <p>The need for:</p> <ul style="list-style-type: none"> <li>Adequate resources for a regular review of the Noxious Weeds list to ensure that the Catchment and Land Protection Act is informed by accurate and up-to-date listings of weed species threatening Victoria's environment and economic productivity.</li> <li>Clarification on the roles and responsibilities for management of regionally controlled weeds along roadsides and develop strategies to adequately support implementation.</li> <li>An investigation of how to effectively develop partnerships with the broader community to achieve weed and pest animal control, since these problems occur across boundaries.</li> </ul>                                                                                                                                                                                                                                           |
| Waterway Protection and Enhancement                         | <p>The need for:</p> <ul style="list-style-type: none"> <li>Scientific rigour of groundwater management and the practice of managing surface and groundwater as a single inter-connected system.</li> <li>Improved management of Ramsar wetlands (e.g. Lake Corangamite) to ensure the obligations of the Convention are met.</li> <li>Updated and streamlined governance arrangements to facilitate protection and restoration of all water frontages, including Crown Land.</li> <li>Integrated catchment management of Lake Coler and the Barnham River.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| Coastal and Marine protection and enhancement               | <p>The need to:</p> <ul style="list-style-type: none"> <li>Examine the implications of population pressure, including the impact of tourism.</li> <li>Update the Victorian Coastal Strategy as outcomes of the Future Coasts project become known.</li> <li>Improve the health of estuaries, coastal dunes and marine environments.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Community Action                                            | <p>The need to provide support to local communities to develop local solutions and initiatives.</p> <ul style="list-style-type: none"> <li>To address local food security and develop for local communities Peak Oil Action Plans.</li> <li>To identify targets for reducing community water and energy use (e.g. 20% reduction against 2010 levels by 2018).</li> <li>To explore various sustainability initiatives (e.g. plastic bag free) for local communities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

TO ADVOCACY AND FACILITATION



Implementation of the Strategy will be achieved through the development of an action plan every two years. The two year action plan (the Plan) will identify priority projects and programmes that will address the targets and objectives presented in this Strategy.

*ABCYE, Waterplants form a textual image*

The Plan will identify the following details for each of the projects and programmes identified:

- The target being addressed;
- The Council business unit responsible for implementation;
- Possible funding sources;
- Possible partners;
- Relevant internal and external documents; and
- Key Milestones and Dates for completing the activities.

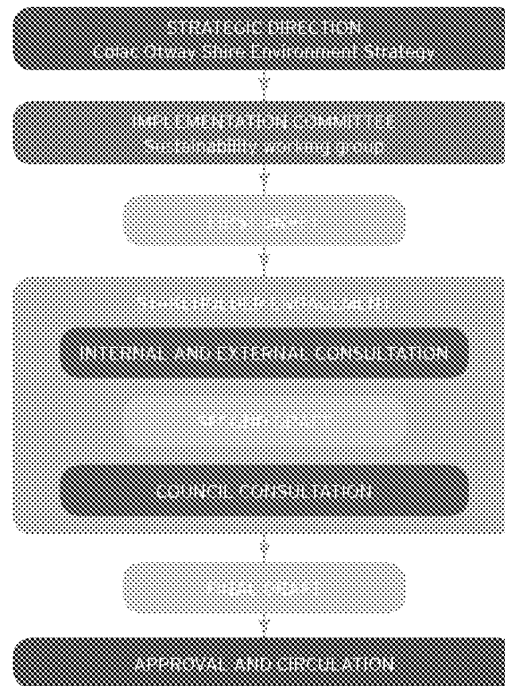
The Plan development process is shown in *Figure 8*. The process will begin at the start of July and be completed by the end of September. This approach has been adopted to allow budget requests to be submitted in line with Council's annual budget process. This process comprises of four main major elements:

- Strategic Direction;
- Implementation Committee;
- Stakeholder Engagement; and
- Approval and Circulation.

8.1 STRATEGIC DIRECTION

The targets and objectives identified in the Strategy will form the strategic direction for the development of the Plan. Therefore, actions that do not contribute to achieving the targets in the Strategy will not be included in the Plan. However as previously stated the Strategy will be reviewed in 2014 and as a result new objectives and targets may be incorporated at this time.

FIGURE 8:  
Two Year Action Plan Development Process



8.2 IMPLEMENTATION COMMITTEE

A Steering Committee will be appointed to manage the process and rationalise information in order to develop drafts of the Plan. It is proposed that Council's Sustainability Working Group (SWG) be the responsible group for this process and their current Terms of Reference revised to include details that reflect this role and responsibility.

The committee will be responsible for identifying actions that will address the targets listed in the Strategy. Understandably, developing actions that address these issues will require open discussions and advice from various departments. The SWG is an appropriate committee for this process given that it is chaired by Council's Chief Executive Officer and has a range of representatives from across the organisation. This process also allows for consideration of the resources required, the urgency, the feasibility and capacity to carry out the works.

8.3 STAKEHOLDER ENGAGEMENT

Engaging internal staff is critical to the Plan development process. Given that staff across Council will be responsible for implementing the actions listed, it is crucial that they have time to assess the actions and determine if they are achievable.

Therefore the first draft of the Plan will be provided to key external stakeholders and the Managers in Council to discuss with their staff. Their feedback will then be taken back to the SWG and incorporated into the second draft of the Plan.

The second draft will then be provided to Councillors for consideration. The feedback from Councillors will be taken back to the SWG and incorporated into a final draft of the Plan.

8.4 APPROVAL AND CIRCULATION

Once the committee agrees on a final draft of the Plan it will be formally approved by Council before it is circulated.

The Plan will be placed on Council's website to enable the community to view it. Hard copies of the Plan will only be provided upon request.

The business unit within Council identified against each action in the Plan will ensure the action is included in their Business Plan for the next financial year. It is important to note that business units will need to submit budget requests for any actions that require additional funds.

There is no guarantee that any budget request will be approved. Where possible external funds will be sought to carry out the actions.

8.0 TWO YEAR ACTION PLAN DEVELOPMENT PROCESS



# 9.0 MONITORING, EVALUATION AND REVIEW

The actions that are ultimately carried out through the implementation of the Strategy will be reported on through Councils' business planning software (Interplan).

Interplan allows a report to be generated that draws out progress reports for the environmental actions being carried out across the various business units in Council.

This will allow progress against the targets in the Strategy to be monitored and also allow annual reporting to Council to be done in a clear and efficient manner.

As shown in Figure 4 the information gathered will in turn inform the development of the next two year action plan and the next four year Council Plan. In addition target EAT1 requires that a detailed advertorial be placed in local papers every two years highlighting Council's performance against the Strategy.

*ABOVE: Eucalypt leaves and blue-green algae on a dry creek bed*

HD 1 | COULAC 07/04/17 SHIRE - Environment Strategy 2010-2018

In some cases more detailed monitoring and evaluation at the project or programme scale will be required. For example systems need to be installed to effectively monitor resource consumption for all Council operations. Where Council is monitoring its own compliance it is particularly important that where possible Council's performance is validated through independent assessments (e.g. Waste Wise or ECOBuy).

It is worth noting that a target has been set to develop an environmental management system (EMS) for Council. If achieved an EMS would provide a rigorous process for monitoring, evaluating and reviewing Council's environmental management performance and facilitate continuous improvement.

In addition if external auditing is carried out as part of ISO14001 accreditation processes this information will further corroborate Council's progress against the targets set in this Strategy.

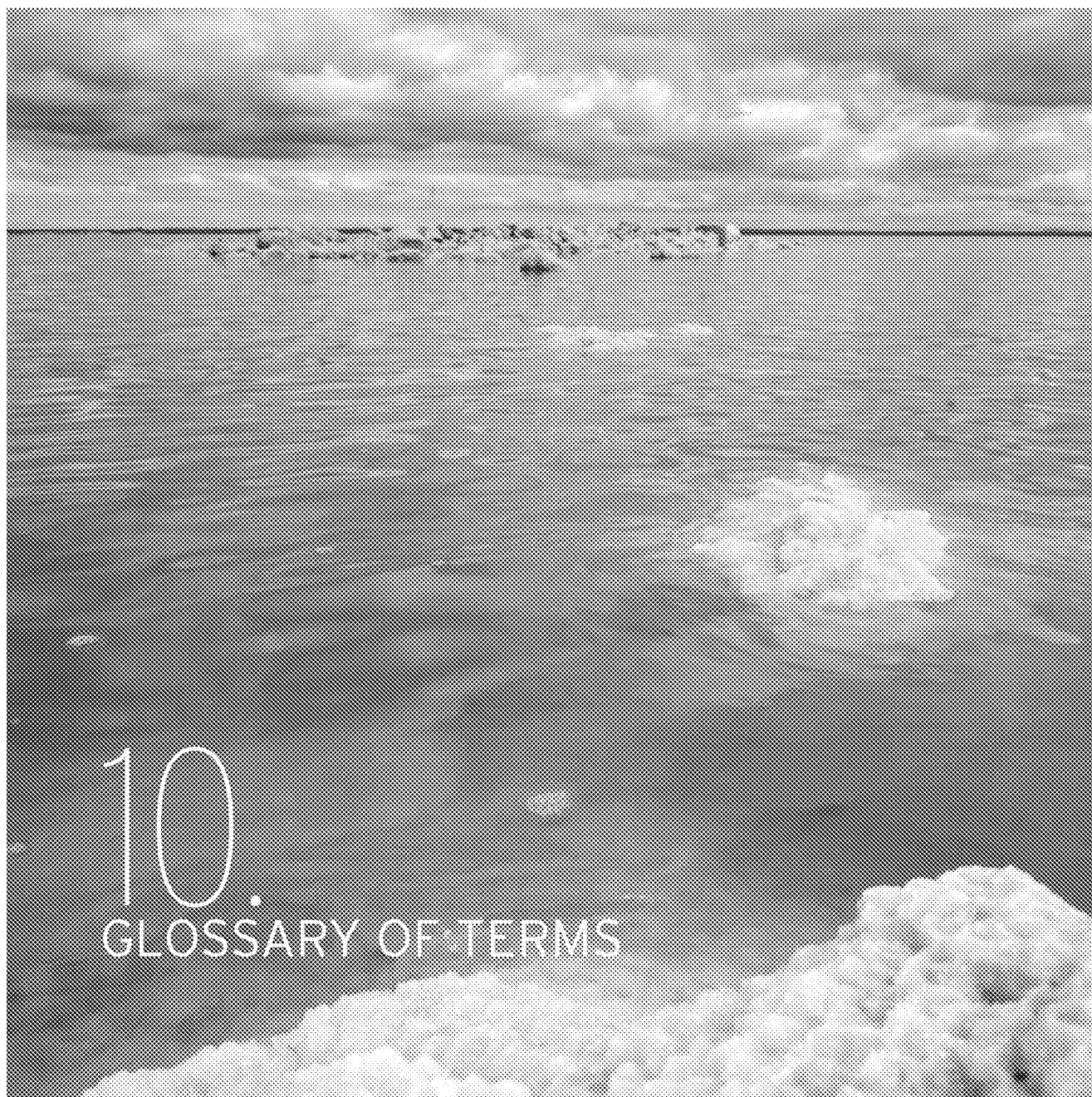
The Monitoring, Evaluation and Review findings will be critical to informing the review of the strategy in 2014 and to enable further improvement at the sunset of the Strategy in 2018.



9.0 MONITORING, EVALUATION AND REVIEW

BELOW: Orway Ranges from Burton's Lookout





# 10.

## GLOSSARY OF TERMS

*ABOVE. Salt-tolerant algae farms.  
Lake Corangamite park.*

### **Best Practice**

Managing and implementing activities in ways that are designed to achieve agreed and beneficial environmental outcomes and performance targets based on the most current knowledge and experience.

### **Biodiversity**

Is the totality of the variety of living organisms, the genetic differences among them and the communities and ecosystems in which they occur. It is the natural wealth of the earth, which supplies all of our food and much of our shelter and raw materials.

**Carbon Neutral**

Commonly refers to a situation where the net emissions associated with a product or an organisation's activities are equal to zero through the acquisition and retirement of carbon offsets that meet an accepted set of criteria. It is important to note that Council will strive to meet the National Carbon Offset Standards but given that Council does not intend to take part in the emissions trading scheme a set of criteria will be developed that are adapted to the Colac Otway Shire's needs.

**Catchment**

An area of land that drains naturally to its lowest point.

**Cities for Climate Protection Programme**

An international programme initiated by the International Council for Environmental Initiatives (ICLEI) and now being run by Council's around Australia.

**Climate Change**

A change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.

**Conservation**

The protection, preservation and careful management of natural resources.

**Council's Operating Budget**

Council's operating and capital works budget, excluding salaries.

**Ecological footprint**

A concept that defines a theoretical area of land (hectares per person) needed to provide products for human consumption as well as that required for waste disposal.

**Ecologically Sustainable Development**

Using, conserving and enhancing the community's resources so that ecological processes are maintained and the total quality of life, now and in the future can be increased.

**Ecosystem**

A community of organisms interacting with one another plus the environment in which they live and with which they also interact.

**Environmental Weed**

A weed is a plant out of place. Most pest plants or environmental weeds are plants that have spread from the home garden into bushland, roadsides and foreshore areas that degrade the habitat value.

**Fauna**

The collective name for the animals or animal life of any particular region.

**Flora**

The collective name for the plants or plant life of any particular region.

**Green Power**

Energy derived from renewable resources, (i.e. wind, water, solar, biomass)

**Green Purchasing**

Green or environmentally preferred products are defined as products and services that are less damaging to human health and the environment than competing products and services that serve the same purpose. This comparison may consider the source of raw materials, production, manufacturing, packaging, distribution, potential for reuse and recycling, operation, maintenance, or disposal of the product.

**Gross Pollutant Trap**

A structural device placed within the stormwater drainage system to collect litter and debris washed into drains.

**Habitat**

The normal abode or locality of an animal or plant.

**Indigenous**

Native or original to an area, not introduced from outside the particular region or environment.

**Integrated Catchment Management**

The management of all the components of catchment assets and their inter-relationships in a cooperative and coordinated manner.

**Municipal Strategic Statement**

Is a concise statement of the key strategic planning, land use and development objectives for the municipality and the strategies and actions for achieving the objectives. It is within the Local Planning Policy Framework of the Colac Otway Shire Planning Scheme.

**Net Gain**

is where, over a specified area and period of time, losses of native vegetation and habitat, as measured by a combined quality-quantity measure (habitat hectare), are reduced, minimised and more than offset by commensurate gains.

**Noxious Weed**

A plant proclaimed under the *Catchment and Land Protection Act 1994*.

**Ramsar**

Refers to wetlands listed under the *Convention on Wetlands of International Importance* which was signed in Ramsar, Iran in 1971. Australia is a signatory to the treaty which aims to halt the loss of wetlands and to conserve through wise use and management.

**Remnant Vegetation**

Any patch of native indigenous vegetation remaining in an area where most or all of the original distribution has been removed.

**Renewable Resource**

Natural resources that come from an essentially inexhaustible source (i.e. solar energy from the sun).

**Riparian**

The area adjacent to the edge of a waterway, including the banks.

**Stormwater**

is runoff from hard surfaces like roads, roofs, pavements and car parks.

**Sustainability**

The simultaneous pursuit of economic prosperity, social equity and environmental quality.

**Triple Bottom Line**

The concept of using a range of economic, environmental and social parameters together to measure outcomes or performance.

**Water Sensitive Urban Design**

A philosophical approach to urban planning and design that aims to minimise the hydrological effect of urban development on the surrounding environment.

**Wetlands**

Areas of either permanent or ephemeral (temporary) shallow flooding with water that can be fresh, brackish or saline.

100 GLOSSARY OF TERMS



ABOVE: The eastern shoreline of Lake Corangamite

Commissioner Environmental Sustainability Victoria (2008) *State of the Environment Victoria 2008 Summary*. Victorian Commissioner of Sustainability.

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DSE (2002) Full EVC Victorian Bioregion Statement - CMA Breakdown, EVC Bioregional Conservation Status, Depletion & Tenure Area Statement. 1 August 2002.

DSE (2008) *Climate Change for the Corangamite Region*. Victorian Government Department of Sustainability and Environment, Melbourne, June 2008.

Tonkinson, B. (2007). *Poorneet Road Grassland Management Plan*. Greening Australia. August.

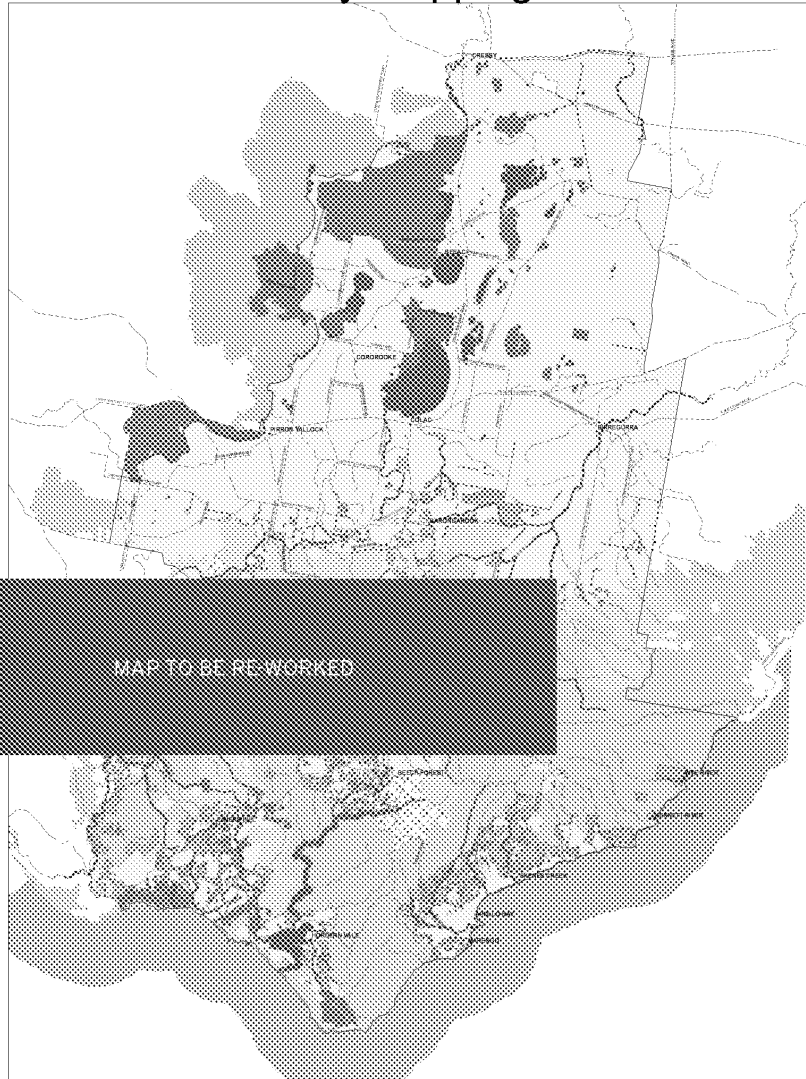
VCEC (2002). *Victorian Competition and Efficiency Commission 2009, A Sustainable Future for Victoria: Getting Environmental Regulation Right*, draft report, March.

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World Commission on Environment and Development (1987) *Our Common Future*. Report of the World Commission on Environment and Development, United Nations.



# COLAC OTWAY SHIRE Biodiversity Mapping 2009



MAP TO BE RE-WORKED

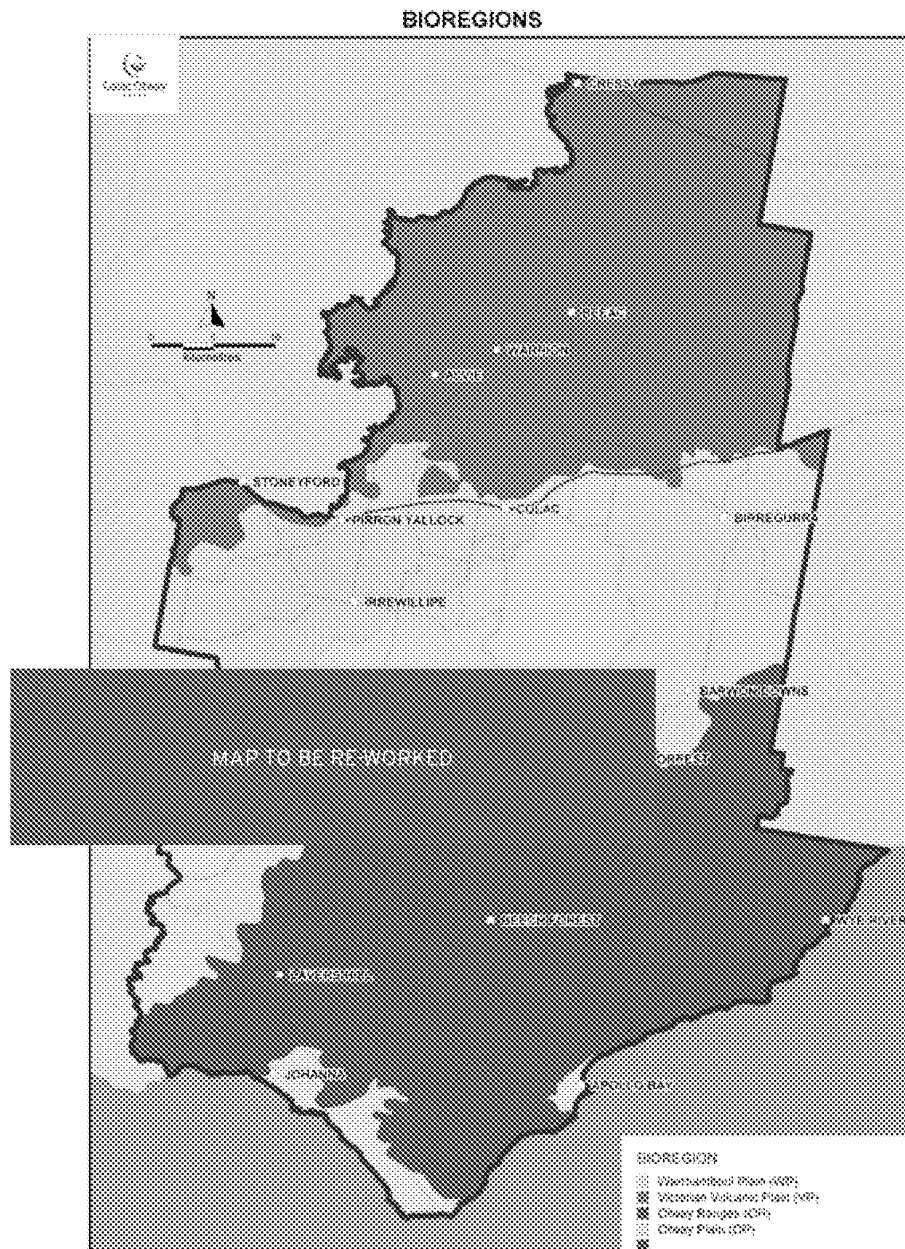
Colac Otway Shire  
2010-2018  
Biodiversity Mapping 2009  
This map was prepared for the Colac Otway Shire Council as part of the Environment Strategy 2010-2018. It is based on data provided by the Victorian Government and other sources. The map is for informational purposes only and does not constitute a guarantee of accuracy. The Council is not responsible for any errors or omissions in this map.



- Legend
- Biodiversity Site Polygons**
- Biodiversity Site
  - Biodiversity Site
  - Biodiversity Site
  - Biodiversity Site
  - Biodiversity Site
- Biodiversity Site Lines**
- Biodiversity Site
  - Biodiversity Site
- Infrastructure**
- Road
  - Railway
  - Power Line
  - Gas Line
  - Water Line
  - Sewer Line
  - Stormwater Line
  - Drainage Line
  - Boundary

11.0 REFERENCES 12.0 APPENDIX

## 12. APPENDIX 1 Sites of Biodiversity Significance



# 13.

## APPENDIX 2

### Colac Otway Bioregions



ABOVE: A dragonfly suns itself on a rock.

#### Municipal Strategic Statement

An important part of Council's planning scheme is the Municipal Strategic Statement (MSS). The MSS provides the broad outline and vision for existing land use within this municipality. It provides the strategic basis for the application of the zones, overlays and particular provisions in the planning scheme and decision making by the responsible authority.

#### Strategic Planning

Strategic Planning is land use planning for a whole municipality, setting out the vision for what the municipality should look like and how it should function. It is important because it provides a policy framework to plan for the future needs of an area. It seeks to influence the direction of change to achieve the greatest overall benefit to existing and future residents.

From an environmental perspective, strategic planning identifies ecological assets within the Shire, under direction from the MSS, and then selects appropriate land zoning and overlays available in the Victorian Planning Provisions that will protect these assets.

### Statutory Planning

Statutory Planning is the everyday process of dealing with applications for a planning permit. A planning permit may be issued for the use of land or buildings and to carry out building and works or subdivision of land. Examples of when planning decisions are involved include a new residential development, a subdivision of land to be rezoned to allow for different uses.

Statutory Planning protects the environment through the considerations of the land zoning and overlays pertaining to a specific application, as the specific values identified in these provisions will be considered in the decision making process.

The enforcement and compliance process of the planning scheme is addressed through statutory planning.

### Planning Overlays

Overlays affect subdivisions, buildings and works. They operate in addition to the zone requirements and generally concern environmental, landscape, heritage, built form, and land and site management issues.

Council must decide whether the proposal will produce acceptable outcomes in terms of the State Planning Policy Framework, the Local Planning Policy Framework, and the purpose and decision guidelines of the overlay.

Table 21 lists two of the environmental overlays in the Colac Otway Shire Planning Scheme, with brief description provided for each. Each overlay aims to implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

### PLANNING PERMITS AND CONDITIONS

A planning permit is required if the planning scheme states that an activity can only be undertaken if a permit is granted. A planning permit is not required if the planning scheme states that the activity may be undertaken without a permit. Planning permits must not be confused with building permits. Building permits are issued under the Victoria Building Regulations and generally relate only to the constructional aspects of a building or other development. A range of conditions can be placed on a planning permit that ensures works are undertaken with respect to certain standards.

### ZONES

A zone controls land use and development. Each zone includes a description of its purpose and the requirements that apply regarding land use, subdivision and the construction and carrying out of buildings and works. Each zone lists land uses in three sections:

*Section 1 - Uses that do not require a permit.*

*Section 2 - Uses that require a permit.*

*Section 3 - Uses that are prohibited.*

Uses that are not specifically mentioned are covered by a reference to 'any other use'. This is usually found in Section 2, but is occasionally found in Section 3.

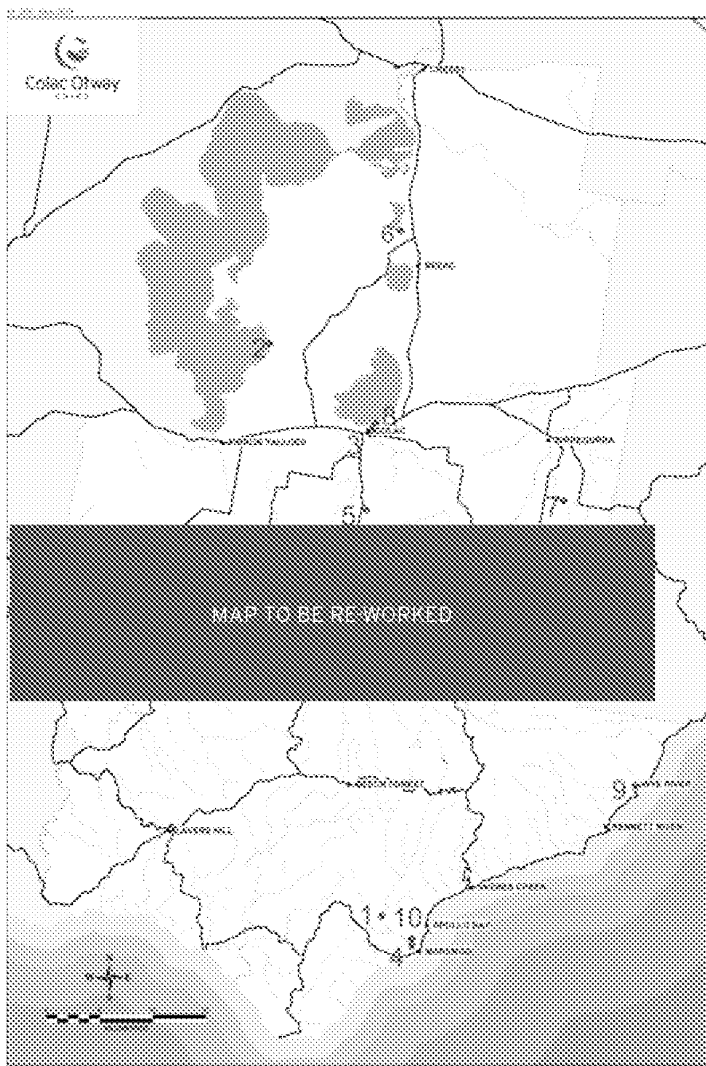
Sometimes a use in Section 1 or Section 2 must meet specified

conditions. If these are not met, the use may require a permit or may be prohibited. Note that the three sections refer to the use of land, not to the development of land.

Development of land includes the construction of a building, carrying out works (such as clearing vegetation), subdividing land or buildings, or displaying signs. The zones indicate whether a planning permit is required to construct a building or carry out works. Some buildings and works, such as fences and underground services, usually do not require a permit. These are listed in Clause 62 of the scheme under Uses, buildings, works, subdivisions and demolition not requiring a permit.

TABLE 21:  
Planning Overlays

| OVERLAY                                | PURPOSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Environmental Management Overlay (EMO) | <ul style="list-style-type: none"> <li>To identify areas where the development of land may be affected by environmental constraints; and</li> <li>To ensure that development is compatible with identified environmental values.</li> </ul>                                                                                                                                                                                                                                                                      |
| Vegetation Protection Overlay (VPO)    | <ul style="list-style-type: none"> <li>To protect areas of significant vegetation;</li> <li>To ensure that development minimises loss of vegetation;</li> <li>To preserve existing trees and other vegetation;</li> <li>To recognise vegetation protection areas as locations of special significance, natural beauty, interest and importance;</li> <li>To maintain and enhance habitat and habitat corridors for indigenous fauna; and</li> <li>To encourage the regeneration of native vegetation.</li> </ul> |



ACRONYMS TABLE AT THE  
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Acronyms Table at the bottom of the  
page.

# 14.

## APPENDIX 4

### High Value Council Managed Land

14.0 APPENDIX 4



03001 03001 010

**COLAC SERVICE CENTRE**  
2-6 Rine Street  
Colac Vic 3250  
Phone: (03) 5232 9400  
Fax: (03) 5232 1046  
Hours: 8.30 am - 5.00 pm  
Monday to Friday

**POSTAL ADDRESS:**  
PO BOX 283  
Colac Vic 3250

**EMAIL ADDRESS:**  
ING@COLACOTWAYVIC.GOV.AU

**APOLLO BAY SERVICE CENTRE**  
69 Nelson Street  
Apollo Bay Vic 3233  
Phone: (03) 5237 6504  
Fax: (03) 5237 6734  
Hours: 8.30 am - 1.00 pm  
Monday to Friday

**WEBSITE ADDRESS:**  
WWW.COLACOTWAYVIC.GOV.AU



**CONSENT CALENDAR**

**OFFICERS' REPORT**

D = Discussion  
W = Withdrawal

| <b>ITEM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>D</b> | <b>W</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <p><b><u>GENERAL BUSINESS</u></b></p> <p><b><u>OM102701-15 ITEM FOR SIGNING AND SEALING - SECTION 173 AGREEMENT 310 BAYNES RD ALVIE</u></b></p> <p>Department: General Business</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council sign and seal the Section 173 Agreement for 310 Baynes Road Alvie between Colac Otway Shire and ER, PR, GM, &amp; EM Neale covenanting Certificate of Title Volume 9313 Folio 228, Volume 3119 Folio 676, Volume 4324 Folio 644 that no further subdivision of either lot hereby approved will be further subdivided so as to create any additional lots.</i></p> |          |          |
| <p><b><u>OM102701-16 ITEM FOR SIGNING AND SEALING - SECTION 173 AGREEMENT - 30 GELLIBRAND EAST RD, GELLIBRAND</u></b></p> <p>Department: General Business</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council sign and seal the Section 173 Agreement for 30 Gellibrand East Road Gellibrand between Colac Otway Shire and Barwon Region Water Corporation and Anna Christina Rowbury and Howard Cleveland Williams &amp; Maree Annette Williams.</i></p>                                                                                                                                             |          |          |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

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**OM102701-15      ITEM FOR SIGNING AND SEALING - SECTION 173  
AGREEMENT 310 BAYNES RD ALVIE**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Suzanne White | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | PP178/09  |

The applicant agreed to enter into a Section 173 Agreement as per condition 6 of Planning Permit PP178/09 that allowed for consolidation of land in three lots and re-subdivision into 2 lots.

Condition 6 of PP178/09 reads:

6. *“Prior to a statement of compliance being issued, the owner/applicant must enter into an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987 stating that ‘No further subdivision of either lot hereby approved will be further subdivided so as to create any additional lots’. Evidence of lodging of this agreement in accordance with Section 181 of the Planning and Environment Act 1987 must be submitted to the Responsible Authority. All costs associated with the agreement will be met by the owner/applicant. “*

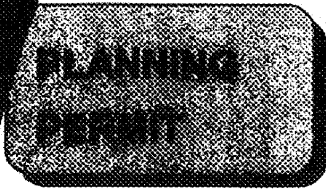
**Attachments**

1. PP178/09 and Map

**Recommendation(s)**

***That Council sign and seal the Section 173 Agreement for 310 Baynes Road Alvie between Colac Otway Shire and ER, PR, GM, & EM Neale covenanting Certificate of Title Volume 9313 Folio 228, Volume 3119 Folio 676, Volume 4324 Folio 644 that no further subdivision of either lot hereby approved will be further subdivided so as to create any additional lots.***

~~~~~\) ~~~~~



TO: **Assessment No –** 10572
Permit No – PP178/2009
ROD BRIGHT & ASSOCIATES **Planning Scheme –** COLAC OTWAY SCHEME
ANTHONY BRIGHT **Responsible Authority -** COLAC OTWAY SHIRE
PO BOX 371
COLAC VIC 3250

ADDRESS OF THE LAND:

310 BAYNES ROAD ALVIE
LOT 1, LP125098 PARISH OF WARRION

THE PERMIT ALLOWS:

CONSOLIDATION & RESUBDIVISION OF LAND INTO TWO (2) LOTS IN ACCORDANCE WITH THE ENDORSED PLANS.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

1. The subdivision as shown on the endorsed plan must not be altered save, with the written consent of the Responsible Authority.
2. The developer must mark street numbers for all lots in the subdivision in accordance with the Shire's street numbering scheme to the satisfaction of the Responsible Authority.
3. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas, and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
4. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
5. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the Relevant Authority in accordance with Section 8 of that Act.

Date Issued 02/11/09

Signature for the Responsible Authority

Council/Delegate

IMPORTANT INFORMATION ABOUT THIS PERMIT

WHAT HAS BEEN DECIDED?

The Responsible Authority has issued a permit. (Note – This is not a permit granted under Division 5 or 6 of Part 4 of the Planning and Environment Act 1987.)

WHEN DOES A PERMIT BEGIN?

A permit operates:

- from the date specified in the permit, or
- if no date is specified, from:
 - (i) the date of the decision of the Victorian Civil and Administrative Tribunal, if the permit was issued at the direction of the Tribunal, or
 - (ii) the date on which it was issued, in any other case.

WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
 - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within 5 years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if—
 - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
 - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
 - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
 - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision—
 - the use or development of any stage is to be taken to have started when the plan is certified; and
 - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

WHAT ABOUT APPEALS?

- The person who applied for the permit may apply for a review of any condition in the permit unless it was granted at the direction of the Victorian Civil and Administrative Tribunal, in which case no right of review exists.
- An application for review must be lodged within 60 days after the permit was issued, unless a Notice of Decision to grant a permit has been issued previously, in which case the appeal must be lodged within 60 days after the giving of that notice.
- An application for review is lodged with the Victorian Civil and Administrative Tribunal.
- An application for review must be made on a Application for Review form which can be obtained from the Victorian Civil and Administrative Tribunal, and be accompanied by the applicable fee.
- An application for review must state the grounds upon which it is based.
- An application for review must also be served on the Responsible Authority.
- Details about applications for review and the fees payable can be obtained from the Victorian Civil and Administrative Tribunal.

Planning and Environment Regulations Form 4

CONDITIONS CONTINUED FOR PERMIT NO. PP178/2009-1

- 6. Prior to a statement of compliance being issued, the owner/applicant must enter into an agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987 stating that 'No further subdivision of either lot hereby approved will be further subdivided so as to create any additional lots'. Evidence of lodging of this agreement in accordance with Section 181 of the Planning and Environment Act 1987 must be submitted to the Responsible Authority. All costs associated with the agreement will be met by the owner/applicant.

- 7. This permit will expire if the plan of subdivision is not certified two (2) years of the date of this permit; or the registration of the subdivision is not completed within 5 years of the date of this permit, unless an extension of time is approved by the Responsible Authority. The written request for extension of time must be received before 3 months have elapsed after the date of expiry.

Date issued 02/11/09

Signature for the Responsible Authority


Council/Delegate

IMPORTANT INFORMATION ABOUT THIS PERMIT

WHAT HAS BEEN DECIDED?

The Responsible Authority has issued a permit.

WHEN DOES A PERMIT BEGIN?

A permit operates:

- from the date specified in the permit, or
- if no date is specified, from:
 - (i) the date of the decision of the Administrative Appeals Tribunal, if the permit was issued at the direction of the Tribunal, or
 - (ii) the date on which it was issued, in any other case.

WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
 - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within 5 years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if—
 - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit, or
 - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if—
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
 - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
 - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision—
 - the use or development of any stage is to be taken to have started
 - when the plan is certified; and
 - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

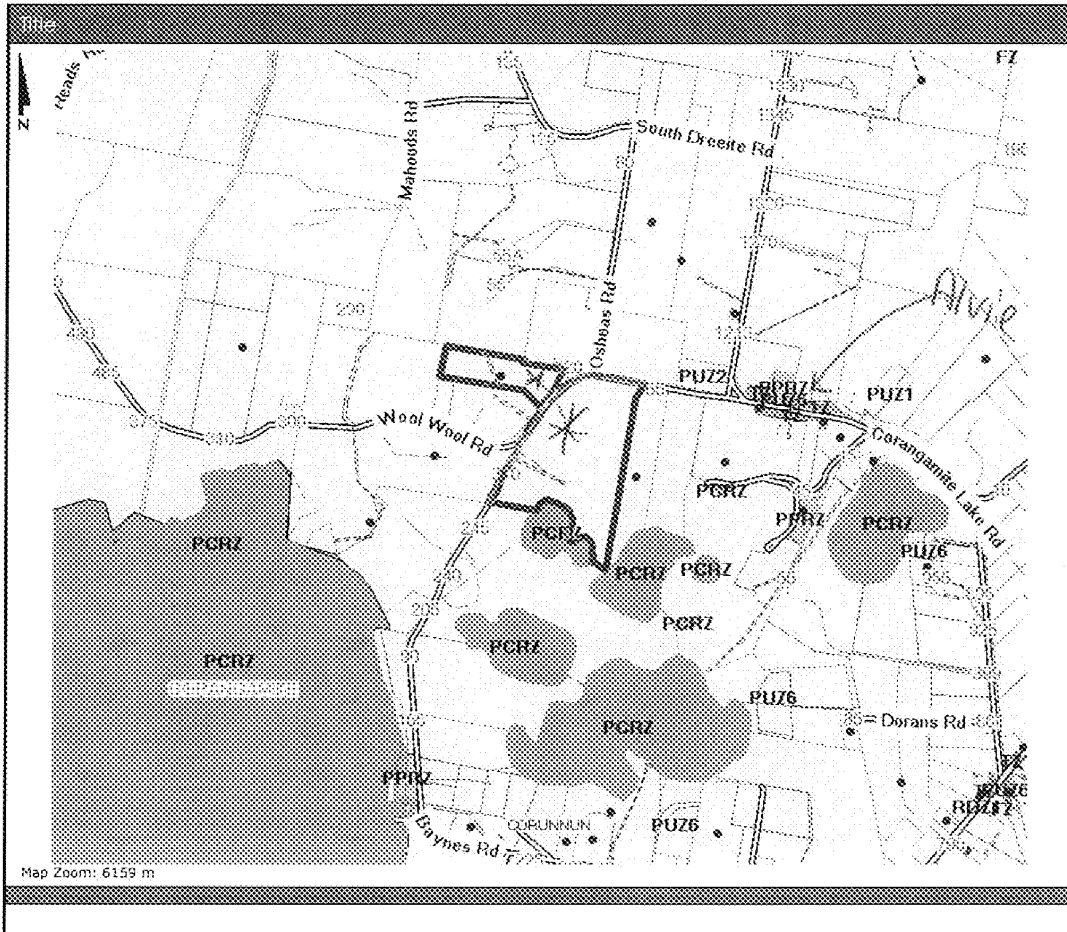
WHAT ABOUT APPEALS?

- The person who applied for the permit may appeal against any condition in the permit unless it was granted at the direction of the Administrative Appeals Tribunal, in which case no right of appeal exists.
- An appeal must be lodged within 60 days after the permit was issued, unless a Notice of Decision to grant a permit has been issued previously, in which case the appeal must be lodged within 60 days after the giving of that notice.
- An appeal is lodged with the Administrative Appeals Tribunal.
- An appeal must be made on a Notice of Appeal form which can be obtained from the Administrative Appeals Tribunal, and be accompanied by the applicable fee.
- An appeal must state the grounds upon which it is based.
- An appeal must also be served on the Responsible Authority.
- Details about appeals and the fees payable can be obtained from the Administrative Appeals Tribunal.

Planning and Environment Regulations Form 4

Created by planning on Friday, 8 January 2010

PLANNING DEPARTMENT
Admin Map



| | | | | | |
|---|--|--|---|--|---|
| <p>Legend</p> <ul style="list-style-type: none"> Boundary - Air Boundary - Road Property Point Fixed Infrastructure Contourline Elevation Subsoil map Roadway - 20m Roadway - 10m | <ul style="list-style-type: none"> PUBLIC CONSERVATION AND RESOURCE ZONE ROAD ZONE - CATEGORY 1 RURAL LIVING ZONE TOWNSHIP ZONE PUBLIC USE ZONE - EDUCATION PUBLIC PARK AND RECREATION ZONE INDUSTRIAL ZONE RESIDENTIAL 1 ZONE BUSINESS 1 ZONE BUSINESS 4 ZONE LOW DENSITY RESIDENTIAL ZONE PUBLIC USE ZONE - TRANSPORT INDUSTRIAL 2 ZONE TIDAL CONSERVATION ZONE - SCHEDULE 2 INDUSTRIAL 2 ZONE RESIDENTIAL 2 ZONE - SCHEDULE 1 URBAN FLOODWAY ZONE | <p>Disclaimer</p> <p>Contains VICMAP Information
©The State of Victoria, Dept. of Sustainability & Environment, 2003
Reproduced by permission of the Dept. of Sustainability & Environment.</p> <p>This material may be of assistance to you but the State of Victoria, Colac-Otway Shire and its employees do not guarantee that the publication is without fault or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or consequences which may arise from your relying on any information contained herein.</p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="790 1444 997 1597"> <p>Colac Otway Shire
2-6 Rae Street,
COLAC, VIC. 3250
Ph: 03 5232 9400
Fax: 03 5232 1046
Email:
info@colacotway.vic.gov.au
Web:
www.colacotway.vic.gov.au</p> </td> <td data-bbox="997 1444 1125 1597" style="text-align: center;"> </td> <td data-bbox="1125 1444 1329 1597"> <p>This map is produced on the Geocentric Datum of Australia (GDA94). GDA94 supersedes the Australian Geocentric Datum 1984 (AGD84). Colac-Otway Shire Council uses the Map Grid of Australia (MGA94) Zone 54 projection.</p> </td> </tr> </table> <p><small>** Not all layers depicted here are necessarily shown on map **</small></p> | <p>Colac Otway Shire
2-6 Rae Street,
COLAC, VIC. 3250
Ph: 03 5232 9400
Fax: 03 5232 1046
Email:
info@colacotway.vic.gov.au
Web:
www.colacotway.vic.gov.au</p> | | <p>This map is produced on the Geocentric Datum of Australia (GDA94). GDA94 supersedes the Australian Geocentric Datum 1984 (AGD84). Colac-Otway Shire Council uses the Map Grid of Australia (MGA94) Zone 54 projection.</p> |
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Email:
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Web:
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**OM102701-16 ITEM FOR SIGNING AND SEALING - SECTION 173
AGREEMENT - 30 GELLIBRAND EAST RD, GELLIBRAND**

| | | | |
|-------------|---------------|-----------|-----------|
| AUTHOR: | Suzanne White | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive | FILE REF: | PP16/2009 |

Condition 2 of Planning Permit PP16/2009 states;

1. Prior to the issue of a Statement of Compliance, the owners of each lot must enter into an Agreement with the Responsible Authority and with Barwon Water under Section 173 of the Planning and Environment Act 1987, to the effect that:
 - (a) The land may not be further subdivided so as to increase the number of lots.
 - (b) Boundary realignment cannot occur that reduces the area of Lot 1 containing the existing dwelling.
 - (c) The agreement does not provide for or allow any new dwellings, structures or dams on either Lot 1 or 2. Any such development will be subject to the relevant Planning Scheme at the time of development.
 - (d) The land will be managed in accordance with an approved Land Management Plan.

The submitted Section 173 Agreement incorporates all the requirements of Condition 2. The endorsed Land management Plans are attached to the Section 173 Agreement.

Attachments

1. Planning Permit and Location Maps

Recommendation(s)

That Council sign and seal the Section 173 Agreement for 30 Gellibrand East Road Gellibrand between Colac Otway Shire and Barwon Region Water Corporation and Anna Christina Rowbury and Howard Cleveland Williams & Maree Annette Williams.

~~~~~U~~~~~



|                                                         |                         |                    |
|---------------------------------------------------------|-------------------------|--------------------|
| TO:                                                     | Assessment No --        | 21023              |
| ROD BRIGHT & ASSOCIATES<br>PO BOX 371<br>COLAC VIC 3250 | Permit No --            | PP16/2009          |
|                                                         | Planning Scheme --      | Colac Otway Scheme |
|                                                         | Responsible Authority - | COLAC OTWAY SHIRE  |

**ADDRESS OF THE LAND:**

30 GELLIBRAND EAST ROAD GELLIBRAND  
Lot: 1 TP: 392331 & C/A Pt 11 & Ag Licence 0510798 PARISH OF MOORBANOOL

**THE PERMIT ALLOWS:**

RESUBDIVISION AND CONSOLIDATION TO CREATE TWO LOTS IN ACCORDANCE WITH THE ENDORSED PLANS.

**THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT**

1. The layout and site dimensions of the proposed subdivision as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
2. Prior to the issue of a Statement of Compliance, the owners of each lot must enter into an Agreement with the Responsible Authority and with Barwon Water under Section 173 of the Planning and Environment Act 1987, to the effect that:
  - (a) The land may not be further subdivided so as to increase the number of lots.
  - (b) Boundary realignment cannot occur that reduces the area of Lot 1 containing the existing dwelling.
  - (c) The agreement does not provide for or allow any new dwellings, structures or dams on either Lot 1 or 2. Any such development will be subject to the relevant Planning Scheme at the time of development.
  - (d) The land will be managed in accordance with an approved Land Management Plan.

Date Issued 23/09/09

Signature for the Responsible Authority

*AP Sorenson*  
Council/Delegate



CONDITIONS CONTINUED FOR PERMIT NO. PP16/2009-1

3. Prior to the issue of a Building permit, a Land Management Plan must be prepared for each lot and submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must include (but not limited to):
- The retention, protection and enhancement of all native vegetation in perpetuity;
  - The control of noxious and environmental weeds and feral animals on the site;
  - The protection and enhancement of waterways and/or wetlands;
  - The exclusion of stock from creeks and areas of native vegetation;
  - The management of erosion/sedimentation on the site;
  - The management of domestic animals (specifically cats and dogs);

The Plans must include both a site plan (to scale) and a description of how and when all works will occur (eg. detailed timeframes). The management of the land and the activities on the site thereafter must accord with this Land Management Plan.

This agreement must be registered on the title to each lot. Evidence of lodging of this agreement with the Registrar of Titles in accordance with Section 181 of the Act must be submitted to the Responsible Authority. All costs associated with the agreement must be met by the owner/applicant.

4. Drainage from existing structures must not be discharged across or through the proposed allotment boundary.
5. Prior to the issue of a Statement of Compliance, the southern boundary of Lot 1 must be planted within with trees of species indigenous to the area to minimise adverse amenity impacts.
6. All environmental weeds as outlined in "Environmental Weeds of the Colac Otway Shire" brochure must be controlled on the property at all times and prevented from spreading to neighbouring land to the satisfaction of the Responsible Authority.
7. No environmental weeds as referred to in "Environmental Weeds of the Colac Otway Shire" brochure will be planted on or allowed to invade this site.
8. Plans submitted for certification must meet the requirements of the Subdivision Act 1988, as amended.
9. The Statement of Compliance will not be issued prior to all conditions on the subject Planning Permit are complied with to the satisfaction of the Responsible Authority.
10. Prior to the issue of a Statement of Compliance, the subdivider must mark street numbers for all lots in the subdivision in accordance with the Shire's street numbering scheme to the satisfaction of the Responsible Authority.

Date Issued 23/09/09

Signature for the Responsible Authority

  
Council/Delegate

**CONDITIONS CONTINUED FOR PERMIT NO. PP16/2009-1**

11. Individual access must be provided onto each lot and the subject access must be constructed to the satisfaction of the Responsible Authority.
12. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas, and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
13. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
14. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the Relevant Authority in accordance with Section 8 of that Act.

**Expiry of permit:**

15. This permit will expire after two (2) years if the relevant plan of subdivision is not certified by the Responsible Authority, unless an extension of time is approved by the Responsible Authority. The written request for extension of time must be received before 3 months have elapsed after the date of expiry.

**Conditions Required by Barwon Water:**

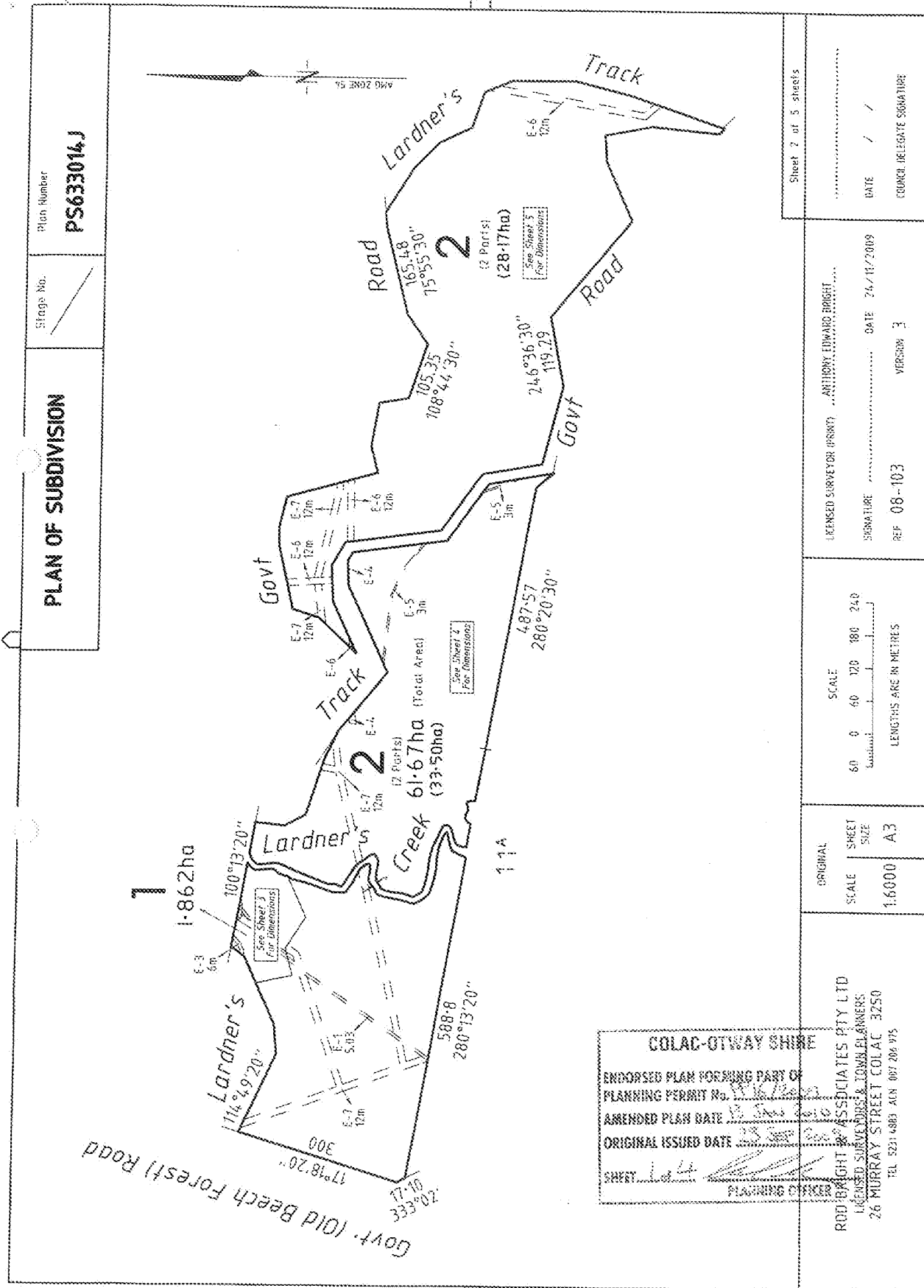
16. Barwon Water's records indicate that an existing water service and meter is located on this property. A dimensioned plan showing the location of existing meters and the location of the meter relative to the existing boundaries, and its number, is to be submitted. Private water service pipes are not permitted to cross allotment boundaries and must be plugged and abandoned at the boundaries of such allotments.
17. The retention of existing water supply easements in favour of Barwon Region Water Corporation.
18. Any plan submitted under the Subdivision Act 1998 must be forwarded to Barwon Region Water Corporation under Section 8 of that Act.

---

**Date Issued 23/09/09**

**Signature for the  
Responsible Authority**

  
Council/Delegate



Plan Number  
**PS633014J**

Stage No.

**PLAN OF SUBDIVISION**

Sheet 2 of 5 sheets  
DATE / /  
COUNCIL DELEGATE SIGNATURE

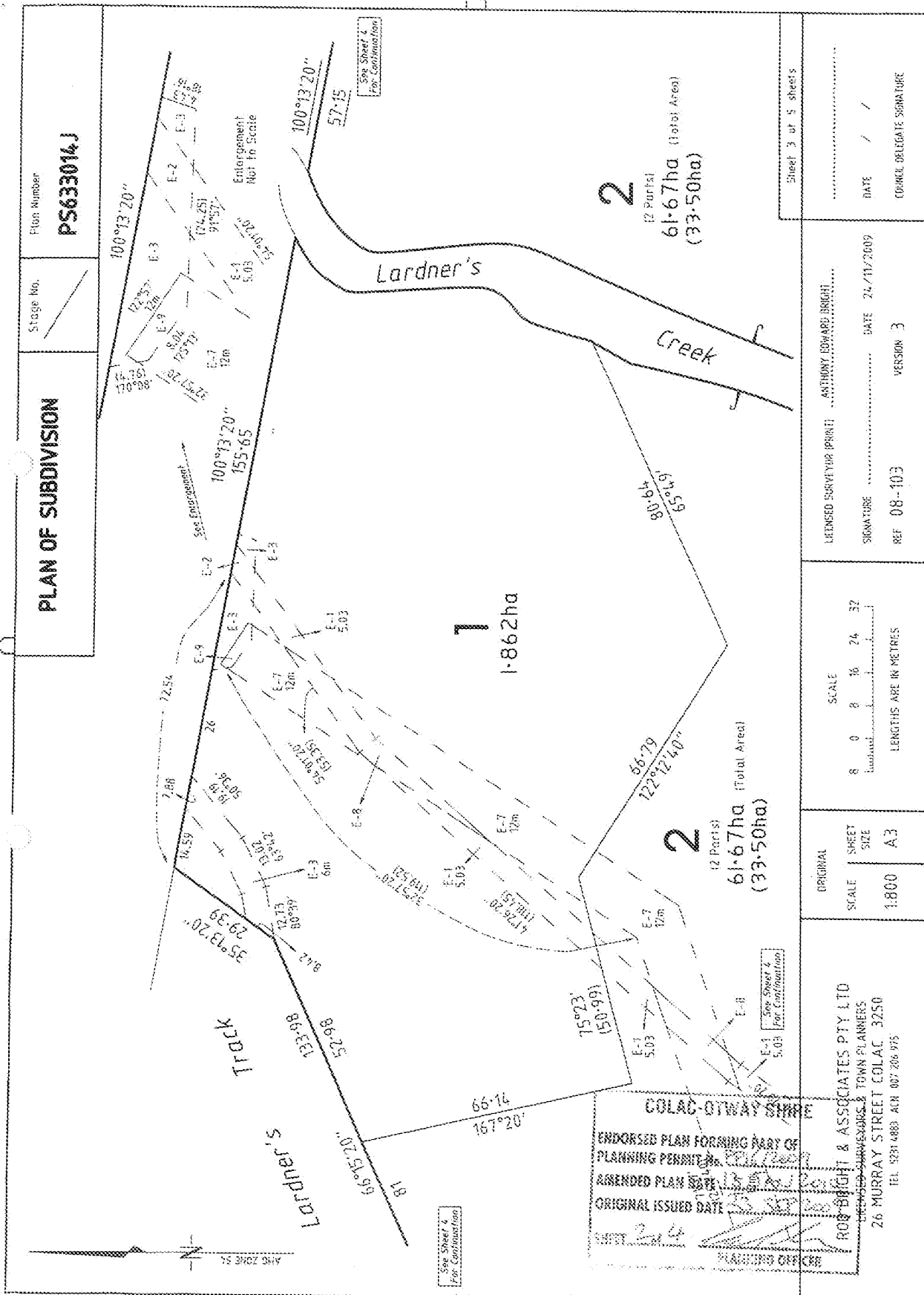
LICENSED SURVEYOR (PRINT) ... ANTHONY EDWARD BRIGHT  
SIGNATURE ... DATE 24/11/2009  
REF 06-103 VERSION 3

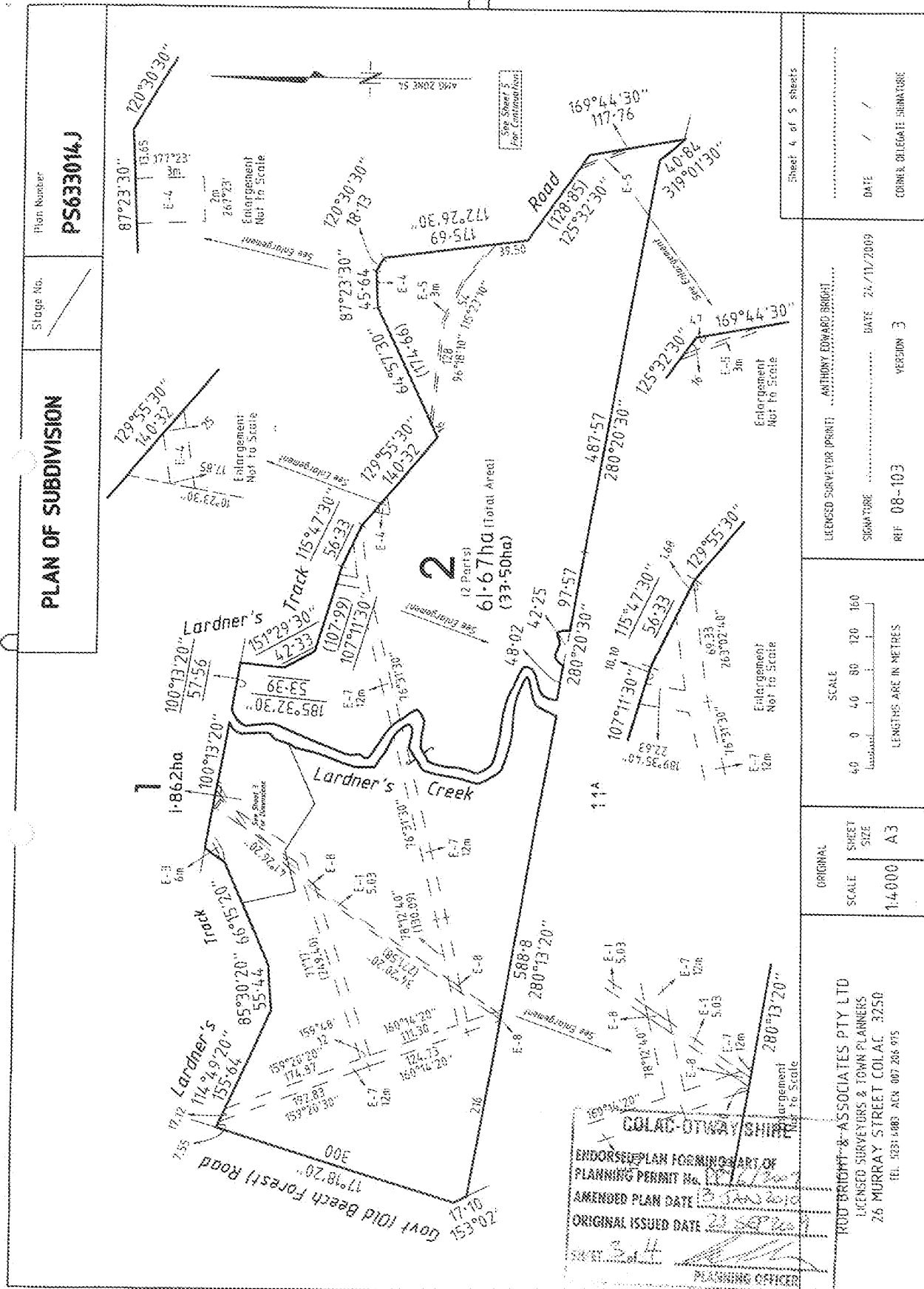
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60 0 60 120 180 240  
LENGTHS ARE IN METRES

ORIGINAL SHEET SIZE  
SCALE 1:6000  
A3

**COLAC-GTWAY CHISE**  
ENDORSED PLAN FORMING PART OF  
PLANNING PERMIT No. ...  
AMENDED PLAN DATE ...  
ORIGINAL ISSUED DATE ...  
SHEET 1 of 4

**RDD BRIGHT & ASSOCIATES PTY LTD**  
LICENSED SURVEYORS & LAND PLANNERS  
26 MURRAY STREET COLAC 3250  
TEL 5211 4383 ACN 087 209 975





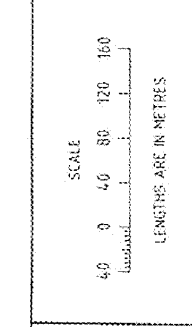
Plan Number  
**PS633014J**

Stage No.

**PLAN OF SUBDIVISION**

Sheet 4 of 5 sheets  
DATE / /  
CORNER DELEGATE SIGNATURE

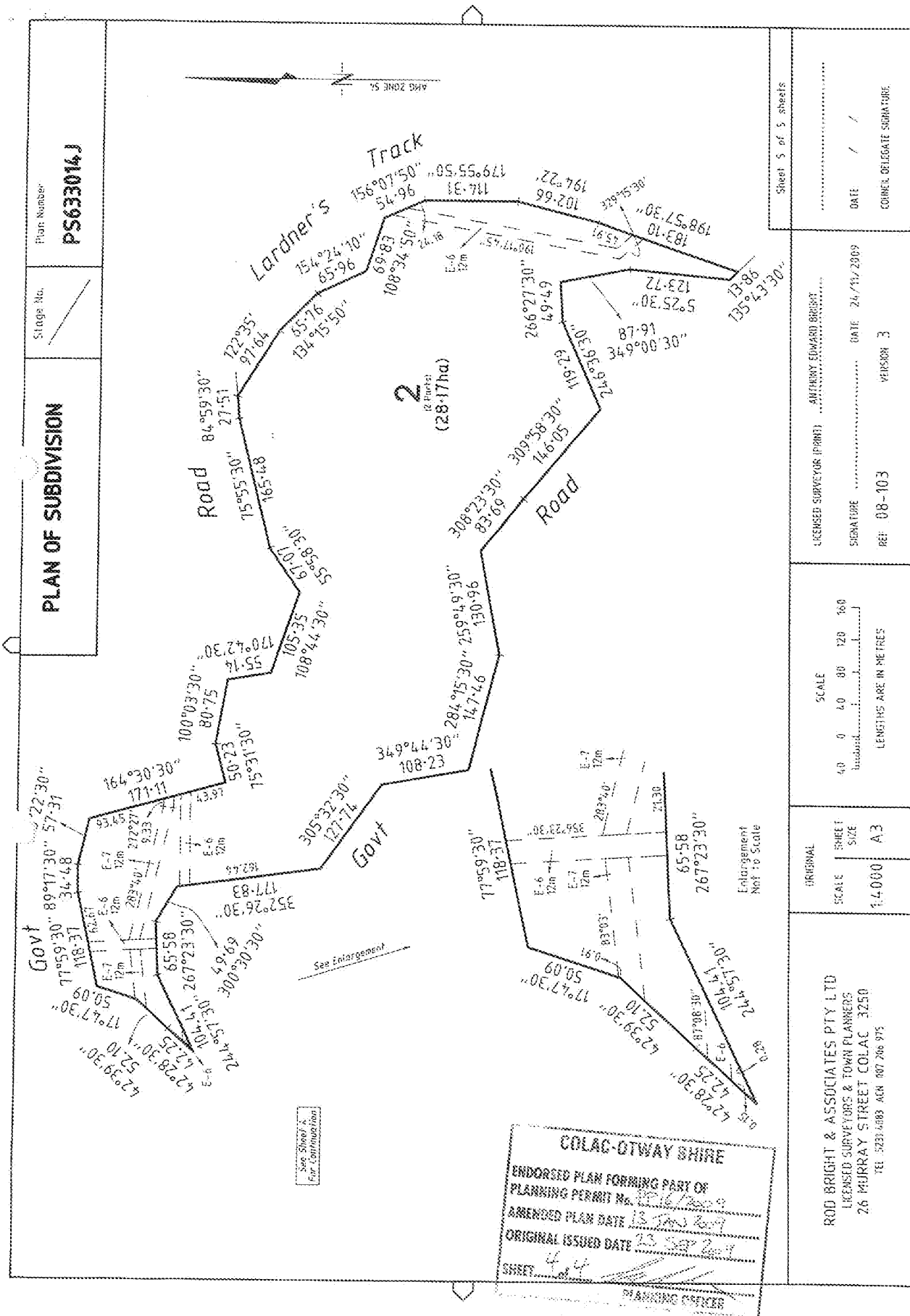
LICENSED SURVEYOR (PRINT) ANTHONY EDWARD BRIGHT  
SIGNATURE DATE 26/11/2009  
VERSION 3  
REF 08-103



ORIGINAL SHEET SIZE  
SCALE 1:4000  
A3

ROD BRIGHT & ASSOCIATES PTY LTD  
LICENSED SURVEYORS & TOWN PLANNERS  
26 MURRAY STREET COLAC. 3250  
TEL 52314083 AEN 007 266 915

COLAC-OTWAY SHIRE  
ENDORSED PLAN FORMING PART OF  
PLANNING PERMIT No. 13172/2009  
AMENDED PLAN DATE 23/09/2010  
ORIGINAL ISSUED DATE 23/09/2009  
SWT 3/4  
PLANNING OFFICER



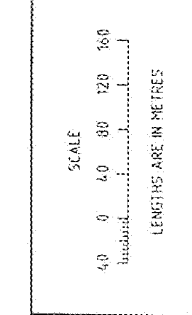
Plan Number  
**PS633014J**

Stage No.  
/

**PLAN OF SUBDIVISION**

Sheet 5 of 5 sheets  
DATE / /  
COUNCIL DELEGATE SIGNATURE

LICENSED SURVEYOR (PRINT) ..... ANTHONY EDWARD BRIGHT  
SIGNATURE ..... DATE 24/11/2009  
REF: 08-103  
VERSION 3



ORIGINAL SHEET SIZE A3  
SCALE 1:4,000

ROD BRIGHT & ASSOCIATES PTY LTD  
LICENSED SURVEYORS & TOWN PLANNERS  
2/6 MURRAY STREET COLAC 3250  
TEL: 52314188 ACN 107206975

**COLAC-OTWAY SHIRE**  
ENDORSED PLAN FORMING PART OF  
PLANNING PERMIT No. 1016/2009  
AMENDED PLAN DATE 13 May 2009  
ORIGINAL ISSUED DATE 23 SEP 2007  
SHEET 4 of 4  
PLANNING OFFICER

## IN COMMITTEE

### Recommendation

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

| <b>SUBJECT</b>                                                                                                                                        | <b>REASON</b>                                                                                                                                                    | <b>SECTION OF ACT</b>            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>GELLIBRAND LANDFILL<br/>TENDER EVALUATION<br/>REPORT</b>                                                                                           | <b><i>this matter deals with<br/>contractual matters</i></b>                                                                                                     | <b><i>Section 89 (2) (d)</i></b> |
| CONTRACT APPROVAL<br>Contract 0918 - Natural Gas<br>& Associated Services to All<br>Sites - Victoria<br>(STRATEGIC<br>PURCHASING TENDER<br>1212/1017) | this matter deals with<br>contractual matters                                                                                                                    | Section 89 (2) (d)               |
| CONTRACT APPROVAL<br>Contract 0913 - Alvie<br>Recreation Reserve<br>Development                                                                       | this matter deals with<br>contractual matters                                                                                                                    | Section 89 (2) (d)               |
| Notice of Motion No. 159-<br>09/10 - Report Disclosure -                                                                                              | this matter deals with<br>personnel matters; AND this<br>matter deals with<br>contractual matters; AND<br>this matter may prejudice<br>the Council or any person | Section 89 (2) (a) (d) (h)       |
| Confidential Items for<br>Consideration                                                                                                               | this matter deals with<br>industrial matters; AND this<br>matter may prejudice the<br>Council or any person                                                      | Section 89 (2) (c) (h)           |