



Colac Otway
SHIRE

AGENDA

ORDINARY COUNCIL MEETING
OF THE
COLAC-OTWAY SHIRE
COUNCIL

24 MARCH 2010

at 3:00 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

24 MARCH 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 24 March 2010 at 3.00 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.

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.'

Thank you, now question time. 30 minutes is allowed for question time. I remind you that you must ask a question, if you do not have a question you will be asked to sit down and the next person will be invited to ask a question. This is not a forum for public debate or statements.

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

5. QUESTION TIME

6. DECLARATION OF INTEREST

7. CONFIRMATION OF MINUTES

- **Ordinary Council Meeting held on the 24/02/10.**

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

OM102403-1 CEO'S PROGRESS REPORT TO COUNCIL

Corporate and Community Services

OM102403-2 PROPOSED MINOR AMENDMENT OF POSTAL LOCALITY BOUNDARIES
OM102403-3 AUDIO RECORDING OF COUNCIL MEETINGS POLICY
OM102403-4 BEEAC SKATE PARK PETITION
OM102403-5 VICTORIAN AUDITOR GENERAL'S REPORT "TENDERING AND CONTRACTING IN LOCAL GOVERNMENT"
OM102403-6 COLAC OTWAY SHIRE HEATWAVE PLAN

Infrastructure and Services

OM102403-7 CONTRACT APPROVAL/ENDORSEMENT - CONTRACT 0914 - EASTERN RESERVE NETBALL FACILITY REDEVELOPMENT

Sustainable Planning and Development

OM102403-8 REVIEW INTO URBAN GROWTH POTENTIAL IN APOLLO BAY
OM102403-9 PROPOSED NATIONAL HERITAGE LISTING OF THE GREAT OCEAN ROAD

General Business

OM102403-10 ITEM FOR SIGNING & SEALING - SECTION 173 AGREEMENT, 1-19 COSTIN STREET, APOLLO BAY
OM102403-11 ITEM FOR SIGNING & SEALING - CORANGAMITE REGIONAL LIBRARY CORPORATION AGREEMENT

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>OM102403-1</u> <u>CEO'S PROGRESS REPORT TO COUNCIL</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council notes the CEO's Progress Report to Council</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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OM102403-1**CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR:	Rhonda Deigan	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	GEN00460

EXECUTIVE**Funding Grants**

The CEO, General Manager for Sustainable Planning & Development and the Manager for Economic Development met with Justin Hanney, CEO of Regional Development Victoria (RDV) and Andrew Wear, Regional Director Regional Development Australia, on the 24 February 2010. Positive discussions were held with respect to funding allocations for the Colac Otway Shire.

Barwon South West Regional Management Forum (RMF)

Colac Otway Shire hosted the RMF meeting at COPACC on Thursday the 25 February. Council's General Manager Sustainable Planning & Development represented the Council and welcomed the RMF representatives to Colac.

Prior to the meeting a site visit to the new Joint Use Library facility at the Beechy Precinct was conducted. This provided an opportunity for the Secretary of the Department of Education & Early Childhood Development (DEECD), Prof Peter Dawkins, to see the Joint Use Library facility in the current stage of construction. Prof. Dawkins is also the Chair of the Barwon South West Management Forum.

Council's General Manager Sustainable Planning & Development handed Prof. Dawkins a letter from Council seeking DEECD support for a Master Plan to be developed for the old Colac High School site to ensure community needs are adequately addressed in future plans for the use of the site and also seeking further government funding to ensure a quality fit out to the interior of the Joint Use Library.

Bushfire Royal Commission

Council's General Manager Sustainable Planning & Development, Jack Green, appeared before the Bushfire Royal Commission on Friday, 26 February to highlight the complexities facing Local Government in administering State and Federal Legislation relative to the management of Roadside Vegetation. Council's Cressy-Shelford Road incident and the punitive approach taken by the State & Federal Governments, with significant financial and human resource impacts on Council, were of particular interest to the Commission. Mr Green highlighted the onerous responsibilities placed on Councils to administer this extremely complex legislation and the lack of support provided to Councils in either a financial or operational sense in relation to these matters.

Budget Discussions

Staff workshops on budgets occurred last week and this week with a view to preparing information for Council consideration. This includes prioritisation of projects and programs.

G21 CEO Position

The appointment process for the position of CEO for the G21 Regional Alliance is well underway. The panel appointed to oversee this appointment were impressed with the

quality of applications received. The CEO, as a member of the panel, attended interviews on the 12 March 2010. An announcement of the successful applicant is expected shortly.

Caring for Our Country

The CEO attended a Caring for our Country Information Session on the 2 March 2010. The information sessions, hosted by Darren Cheeseman MP and the Corangamite CMA, provided information to community groups on the Australian Government's Caring for our Country 2010-11 business plan and discussed opportunities for these groups to attract funding to undertake natural resource management activities within the Corangamite region.

The six national priority areas identified within the business plan are the:

- National Reserve System
- Biodiversity and natural icons
- Coastal environments and critical aquatic habitats
- Sustainable practices
- Natural resource management in northern and remote Australia
- Community skills, knowledge and engagement

To be successful in applying for funding through this program, community groups need to be able to link their activities to these priority areas. For more information on the Caring for our Country 2010-11 business plan, go to www.nrm.gov.au.

Apollo Bay Harbour Interdepartmental Steering Committee Meeting

The CEO, together with Council Officers, attended a meeting of the Apollo Bay Harbour Interdepartmental Steering committee in Melbourne on the 4 March 2010. The meeting included discussion on the current status of the project, funding and the roles and responsibilities of project partners.

Australia Wide Rural Lobby Group Meeting

The Mayor attended a meeting called to discuss the creation of an Australian Wide Rural Lobby Group on the 15 March 2010 in Canberra. Also invited to this meeting were local government councils where the gross value of their agricultural activity exceeded \$100 million in the 2006/07 financial year. If created, the lobby group will focus their efforts initially on lobbying for additional local road funding through the Federal Government's Productive Local Roads' program.

CORPORATE & COMMUNITY SERVICES

Recreation Arts & Culture

Recreation

Beechy Precinct

The construction of the Joint Use Library is on track with plastering to be undertaken during March. The formal contract for construction finishes early August and a proposed official opening is being planned for late August 2010. This will allow time for library operations to be established and settled in.

Professor Peter Dawkins, Department Secretary, Department of Education and Early Childhood Development visited the Colac Secondary College 25 February 2010 to see the completed Stage 1 and construction progress of Stage 2 including the Joint Use Library. This visit was well received by all who attended.

Council workshops have been scheduled for the development of the governance model for the Beechy Precinct Joint Use Library. These workshops will define the parameters as defined in the Development and Joint Use Agreement and scope model options for consideration. Similar workshops and opportunities for input will be conducted with the Colac Secondary College Council. It is also intended that both Councils will come together to discuss preferred models for the ongoing management of the Joint Use Library.

Council's Event's Unit is working with the Beechy Precinct Project Management Group to develop a program for the official opening of the Beechy Precinct Joint Use Library. At this stage the event will showcase the facility and provide a demonstration of the proposed activities and services to be available at the facility with many community groups involved.

Further to the completion of the Enhanced Library Service Project and Council's resolution, options for the establishment of a library annex or sub-branch in the existing Gellibrand Street Library area are being scoped. Annex/sub-branch library operational requirements and service provision are being taken into consideration.

Regional Soccer Strategy

A draft of the Geelong Region Soccer Strategy is expected to be received over the coming weeks from the project consultants. It is proposed a briefing will be held with Council to discuss the findings and recommendations from this strategy over the coming months. Locally the Colac Otway Soccer Association, together with Council's Recreation Unit, have provided input to this strategy which will provide direction for the future facility provision and sport development in the region.

G21 Sport and Recreation Pillar

Inside Edge has been appointed as the project consultants to undertake the G21 Sport and Recreation Pillar Strategic Plan. This plan will develop a governance model and terms of reference for the Pillar Group which will enable the Pillar to plan accordingly for future deliverables. This project is being managed by the Colac Otway Shire as the auspice organisation who secured the Sport and Recreation Funding to undertake the project. Each of the G21 local government authorities, together with the Department of Planning and Community Development, Department of Education and Early Childhood Development, Leisure Networks and Gordon TAFE will provide input to the project via the project working group.

Barwon South West Regional Trails Master Plan

A formal subcommittee of the Regional Managers Forum has been established specifically to oversee the ongoing delivery of the Barwon South West Regional Trails Master Plan. This subcommittee is being led by Council's Manager Recreation Arts and Culture and comprises representation from Surf Coast Shire, Greater Geelong and Warrnambool Cities, Department of Planning and Community Development and Regional Development Victoria.

Eastern Reserve Netball Facility Redevelopment

Lake and Land have been awarded the contract to undertake the redevelopment of the Eastern Reserve Netball Facility. Works have commenced on the project. The project is scheduled for completion prior to 30 April 2010. Works to be carried out include the resurfacing of six netball courts and a warm up court, construction and installation of new shelters and seating, upgrade of existing lighting, associated fencing and landscaping.

The total project cost is \$350,000 of which Sport and Recreation Victoria have provided \$60,000, Council \$60,000 with the remaining amounts contributed by the Colac and District Netball Association (\$115,000) and the Colac Summer Netball Association (\$115,000).

A Project Working Group comprising representatives of both netball associations and Council have been meeting regularly to discuss the management project since July 2009. The Colac and District Netball Association and the Colac Summer Netball Association will also provide in kind works.

Birregurra Playground

Birregurra has a new playground following the completion of installation by A-Play of the new unit at the Birregurra Park. The installation was undertaken over several days and was completed on 5 March 2010 following the delivery of the final component – a small wave slide. Local children and visitors have given the park a big thumbs up, judging by the reaction of users of the unit. The playground was made possible through funding of \$25,000 under the Small Town Improvement Program and a further \$15,000 for the playground development as part of the 2009-10 Budget.

Final finishing touches are still being undertaken on the park where the playground is located including the installation of bollards along the creek near the playground and park bench style seating. The Birregurra playground was developed through strong community input from a local Playground Working Group comprised of local families and representation from the Birregurra Primary School. This group is currently planning a small celebration to mark the opening of the new playground.

Barwon Regional Bicycle Council

Monthly meetings have resumed for 2010 for the Regional Bike Forum which aims to reinvigorate the former Barwon Regional Bicycle Council. The Regional Bike Forum is currently developing terms of reference for the group and reaching consensus on a new name that accurately reflects the purpose of the forum. The principle aim of the group will be to represent cyclists of all disciplines in bicycle advocacy, education, collaboration, strategic planning and the identification of funding opportunities. The forum has successfully obtained funding through the Country Action Grants to engage a consultant to prepare a business plan on behalf of the group. Established cycling clubs, associations or groups have been invited to nominate one representative to represent their organisation on this forum. Future meetings will be planned on a monthly basis.

Old Beechy Rail Trail

Council will facilitate a meeting with the Committee of the Old Beechy Rail (including Friends Group representatives) to conduct an annual onsite inspection of the trail to review, prioritise and plan the annual maintenance and minor works program. Opportunities to leverage off planned works and Friends Group initiatives will be explored. This activity is a direct outcome of the Old Beechy Rail Trail Review and Strategic Action Plan 2009-2011.

The 5-Year Strategic Action Plan for the trail concentrates on the following key areas:

- Trail maintenance and management;
- Capital development and infrastructure improvement;
- Trail marketing;
- Trail access;
- Trail development and expansion; and
- Risk management.

Community Funding

Community Projects, Community Recreation Facilities and COPACC Assistance grants will open 26 March 2010 providing financial assistance to local and regional groups and organisations. The program enables groups to undertake facility works, programs and activities which otherwise may not receive funding from State or Federal Government sources.

Information sessions will be held in Colac and Apollo Bay to discuss funding criteria, the application process and relevant requirements with officers.

Festival and Events Support Scheme Funding 2010-2011

Colac Otway Shire has funding to encourage festivals and events that celebrate the region's diversity and cultural, economic and social development.

Application forms and funding guidelines for both of these sources of funding will be available at Customer Service Centres at Colac and Apollo Bay and on Council's website www.colacotway.vic.gov.au from 26 March 2010.

Lake Colac Oval Redevelopment

Works in relation to the Lake Oval Project are now complete following the installation of the water tank for water harvesting purposes at Lake Colac Oval. The project has consisted of installation of a new drainage and irrigation system and drought tolerant turf. Regular User Groups have been advised that they are required to remain off the Oval until mid April to ensure that the newly planted turf has maximum time to establish. This project was made possible through funding provided by Sport and Recreation Victoria.

Birregurra Skatepark

The majority of the construction of the Birregurra Skatepark was completed mid February 2010. Temporary fencing and signage will remain while in-kind works are completed, including the footpath to be installed over the coming month.

The opening of the Birregurra Skatepark will be held on 11 April 2010 from 11:00am to 2:00pm. The proposed program of activities will include Tony Hallam of Skateboarding Australia performing skateboard, BMX and scooter demonstrations and coaching clinics for interested youth. An invitation has been extended to the Minister for Sport, Recreation and Youth Affairs to be involved in the opening of the skatepark. This project was funded by Sport and Recreation Victoria, Colac Otway Shire Council and the Birregurra Community Group Inc.

Forrest Netball Facility Redevelopment

The Forrest Netball facilities at the Forrest Recreation Reserve are currently under redevelopment. The asphalt court and line marking and installation of shelter and fencing have been completed. Installation of training lights, scheduled for mid April, will complete this project.

Hockey Development

Hockey Victoria successfully delivered hockey clinics throughout primary and secondary schools within the Colac Otway region throughout the last week of February. As part of their national recruitment program, Hockey Victoria had three current Victorian and Australian representatives that hosted the school clinics.

In partnership with Colac Otway Shire and a representative from the Colac and District Hockey Association (currently in recession), Hockey Victoria is in the process of developing a junior 'Hook In 2 Hockey' program, which is designed for juniors and would run for a 4-6 week period. It is expected that this program will boost participation levels and assist with the re-establishment of hockey in Colac which will complement the recently redeveloped hockey fields.

COPACC

Works

COPACC's internal paint job is progressing and the entire building is due to have a fresh coat of paint by the end of the financial year. This is the first time the entire building has been painted since the centre was opened almost 10 years ago.

Voice Project

COPACC is submitting a funding application to Regional Arts Victoria as part of its "*Toe in the Water*" funding round for up to \$5,000 to work with singing groups in the Shire. If successful COPACC will work in collaboration with singing groups, a voice coach and local musicians. Ultimately the project will lead to a mass choir event at COPACC.

Family entertainment

Dinosaurs will take over COPACC in the April school holidays. Giants of the Jurassic age will be recreated from recyclables as part of the school holiday program. The workshop will complement COPACC's first performance for the year "**erth dinosaur petting zoo**" where children get to meet ancient life-like dinosaurs in a fun, educational and unique performance.

Business Events

COPACC has recorded three record months in a row in terms of business events revenue. December, January and February were all strong months. The figures for March are also looking strong. The Gordon Institute of TAFE has confirmed it will be offering its Hairdressing Certificate 2 course at COPACC in terms two and three.

Ticket sales

COPACC's Colac Herald Theatre Season Launch attracted 200 people and was a popular success. The event, on 20 February 2010, showcased the season's offerings plus entertainment by Colac Players, a local a cappella group, and folk singers. Ticket sales have been positive since the launch. Subscription season sales have been stronger than last year. More than 2,500 tickets have been sold to performances during 2010.

Blue Water Fitness Centre

Car Park and Bus Interchange

The newly redeveloped car park that services the Colac Secondary College and the new community library as a part of the Beechy Precinct is now complete and operational. Patrons have taken advantage of the newly redeveloped space, offering around twenty percent more parking. The new bus interchange is fully operational and has been working well for the College with little impact to BWFC.

Programming

A new gym class challenge started on 15 March 2010 designed to encourage more participants to take part in fitness classes.

The summer basketball season finished with finals held in the first week of March. The Colac Basketball Association is gearing up to the winter season competition.

The night netball competition starts on the 3 May 2010 playing Monday and Wednesday nights.

Futsal (indoor) Soccer has had a really good response to the All Abilities Soccer program attracting some participants to mainstream soccer.

Term 1 of the Learn to Swim Program nears completion and preparations for term 2 are underway. Water Safety Week (third week of March) linked with the Centre's Learn to Swim program including rescue lessons and techniques.

The Water Moves program has grown with an average of 20 participants per session.

BWFC recently hosted the Christian Family Church Group for their family fun night, 47 people attended an action packed aquatic play night in a safe and controlled program. Hampden Specialist School have continued their Learn to Swim Program, with an average of 8 participants each week with BWFC providing specialised instructors during these sessions.

BWFC welcomes the Colac South West Primary School for a 2 week program, with an average of 40 participants per session.

Industry Networks

Stuart Foley from the Victorian Fitness Academy (VFA) spoke to around fifteen members of the public about training options to enter the fitness industry. Stuart was a past employee of the Centre and gave an impressive biography of his progression into the industry.

The BWFC Manager was invited to present at the VFA on behalf of BWFC; there were forty students at the evening all wanting information regarding job opportunities in the fitness industry. Following this evening, twenty one resumés were received seeking work experience or a position at the Centre on completion of their course.

Apollo Bay Leisure Centre

A community Apollo Bay Leisure Centre meeting was conducted on 1 March 2010 with an estimated 60 people attending. This was a very productive meeting with a working community group formed. The first meeting was held on 18 March 2010.

A new key and booking system for the Apollo Bay Leisure Centre Stadium has been implemented through the Apollo Bay Shire Office. All bookings for the Stadium will be processed at the office and a key will be available for collection and return to the office.

Youth Council

Youth Councillors are meeting on a regular basis and have agreed to participate in an overnight trek of the Beechy Rail Trail on 29 and 30 March 2010. This Trek provides an opportunity for team building and brainstorming of future activities.

Youth Council will host a National Youth Week activity on 12 April 2010. This meeting will comprise representatives from SYCIC, FreeZa and Youth Council to discuss activities for 2010 and how these three youth groups can further collaborate.

Youth Councillors will participate in the Anzac Day March and lay a wreath as a part of the ceremony.

Youth Councillors have further discussed and provided recommendations for change to the current Youth Council Charter and this will be presented to Council over coming months for consideration.

Events

Kana Festival (Colac) 13 March, 2010

The 53rd annual Kana Festival was bathed in sunshine. Approximately 4000 people enjoyed the festivities, the parade, the music, dancing, stalls and food vendors.

Victorian State Cross Country Mountain Bike Series (Forrest) 20 March, 2010

The Forrest Mountain Bike Club hosted the Victorian State Series XC – Round 4 in an Olympic format cross country mountain bike race. The area used was the same as the 6 Hour race held in 2009 amongst the tracks in the Forrest loop between Cemetery Road and Forrest-Birregurra Road.

FREEZA – The Pushover Concert, 7 March, 2010

14 FReeZA members from Colac attended the PushOver Concert at the Abbotsford Convent on 7 March 2010. Headline acts that attended FReeZA events in 2009 in Colac also played which were 'Built on Secrets' and 'Dash and Will'. 'The Houses' band that won the regional Battle of the Bands held at COPACC in October 2009, won the band competition at Pushover and is now the state finalist.

E Team Terms of Reference and Event Cancellation Policy

Council's Events Unit is currently reviewing the E Team Terms of Reference. The purpose of the Events Team (E Team) is to facilitate and co-ordinate communication between Council, Event Organisers, Event Stakeholders (other agencies) and Colac Otway residents and traders regarding event planning, development, implementation and approval of events held within the Colac Otway Shire.

Council approval for events relies on an integrated approach with other external agencies and in many cases is reliant upon joint approval.

The Events Unit has requested that all Event organisers develop individual policies in the case of event cancellation e.g. due to extreme weather conditions. Consideration has also been given to developing a Council event cancellation procedure if event organisers fail to comply with Council compliance issues.

Upcoming Events

During April the 2 Day Mac Muster will be held at the Colac Showground.

Health & Community Services**Aged & Disability Services****Recruitment:**

Recruitment for Community Care Workers in the Aged & Disability Unit continues to be an ongoing and regular need. The current workforce is gradually retiring requiring the need for replacement staff to maintain a constant team of workers. From the last intake of applicants for community care worker positions, one person has completed their induction and commenced work. The next round of recruitment for Community Care Workers will be advertised in May 2010.

Volunteer recruitment is stable with some 60 volunteers supporting our Meals on Wheels and Community Transports programs.

ECOWISE

As it is now 6 months since the seniors finished our Eco-Wise Action workshop series, a brief follow-up workshop will be held.

Environment Victoria and Colac Otway Shires Aged & Disability Services Unit will be organizing the workshop which seniors from the Kanyana, Birregurra and Apollo Bay Centres will be invited to attend.

Environment Victoria will provide morning tea, hand out some complimentary items and conduct an evaluation/catch up with the seniors to see how they have been getting on with their 'green actions'.

A lunch will be held at the Colac RSL on the same day for an exchange of ideas for interested people across the Shire.

Knock out the Risk

The "Knock out the Risks" 2010 activities chart has been launched with the focus on "Eat Well, Move Well, Live Well" with some 27 programs over a five day week to support people who are interested in this project.

This is a combined project with Colac Area Health, Colac Otway Shire and other health agencies to provide health beneficial activities using the most suitable resources we have in the municipality.

Out and About

The first Out and About bus trip for this year was to Ballarat in February 2010 with some 50 seniors taking part. This included a meal and a tour of historical buildings in and around Ballarat. Seven more trips have been planned for 2010.

Transport Connections

A Department of Transport representative enjoyed the scenic highlights when she travelled on the Colac to Gellibrand bus earlier this month. Initial patronage during the 3 month trial shows support for the new Lavers Hill/Beech Forest to Colac route for medical and retail services, as well as the social lunchtime route to Gellibrand via Otway Estate winery and Love's Creek picnic area.

Information about the Transport Connections trial services has been displayed in the foyer of Colac Otway Shire Customer Service foyer. The two summer services to Lorne and Apollo Bay will finish during April, and surveys and feedback will be collated into evaluation reports for each service.

Community feedback has been very positive (sample below)

"I am just writing to let you know how wonderful the bus service from Colac to Apollo Bay has been for my children. We live in Apollo Bay but my children attend school in Colac so they have lots of connections in Colac. It is a much needed service and long may it continue! Keep up the good work"

The Meeting Place Review

A review is currently being conducted for The Meeting Place and the direction that needs to be taken to increase community development and respite opportunities for service users and their families. This will be an extensive review taking around three months to complete.

Part of the process includes a number of conversations with users, families and carers, stakeholders, disability agencies and the Department of Human Services. Council will be kept informed of the progress and the final recommendations.

INFRASTRUCTURE & SERVICES

GENERAL

Key activities carried out since the last reporting period are as follows:

- Entering of preliminary budget information into the Council Budget programs;
- Review of Council's Light Fleet Policy including operational costs and budget projections for the following financial year;
- Continued work in relation to the Apollo Bay Transfer Station Contract.

CAPITAL WORKS UNIT

The Capital Works Unit has been actively involved in undertaking the following projects as part of the Capital Works Program for the current financial year.

Special Charge Schemes

- *Elliminyt Natural Gas Special Charge Scheme*

All formal requirements of the scheme have now been completed.

- *Sinclair Street South, Elliminyt Special Charge Scheme*

First Notices are being prepared and are expected to be sent out by the end of March.

Apollo Bay Car Park

The design of the carpark has been revised to address issues and concerns raised at the January meeting with interested parties. The redrafted layout is currently being reviewed by Council staff prior to seeking further comment.

Works are to be deferred until all the new S173 agreements have been finalised. As construction works are unlikely to be commenced this financial year, the budget for these works will need to be included in the 2010/11 budget.

Irrewillipe Road Widening

This project comprises the widening of the existing sealed pavement in 2 sections between South Larpent Road and G Barry's Road (5.9km to 6.8km and 7.7km to 9.4km) to provide a 6.2m wide seal. Works have commenced and this project is well underway. Completion is expected by end of March.

Cawood Street Rehabilitation

Completed early March 2010

The original scope of the works was the rehabilitation of the full width of pavement between Casino Avenue and Banksia Street. The scope of the works was expanded to take the rehabilitation works up to Costin Street. These additional works have been funded out of savings on Alexander St and through the deferral of the works on Richmond Street.

Morley Avenue Kerb & Channel

The concept design for the construction of kerb and channel was reviewed by the Project Review Group, with a detailed design now completed. Quotations for the works are currently being sought.

Colac College Traffic Management

Three (3) new school crossings and revision of several bus zones were completed in time for the start of the school term. Timed 40 Speed zone signs were erected on 5 March 2010.

Carpenteit-Bungador Road - Realign Culvert at Speedway Road

The design for this culvert realignment is currently being reviewed.

Environmental Management / Planning Update

Onsite inspections by Council's Environmental Planner and Infrastructure Environment Officer of works conducted on high conservation roads, including Binns Road Rehabilitation and Irrewillipe Road Widening, has revealed that Cosworks have completed these works in line with all agreed works practices. Overall, the works have been conducted to a high standard with respect to minimising environmental impacts within the work area. From this it can be concluded that works parameters were clear and practicable for the works crews to ensure environmental assets are protected.

Cressy Shelford Road Rehabilitation

The first Cressy-Shelford Road Steering Committee (CSRSC) meeting was held in late February. During the meeting a number of documents were discussed and endorsed, including a terms of reference for the steering committee.

An onsite visit was held as part of this meeting to assist in the understanding of the recent vegetation assessment. The assessment, undertaken by an independent botanist, found that removal of the gravel stock piles from the damaged areas had been done to a high standard and that considerable regeneration of grassland flora had subsequently occurred. At the time of survey, a number of rare or threatened species (including Spiny Rice Flower *Pimelea spinescens* subsp. *spinescens* and Hairy Tails *Ptilotus erubescens*) were recorded within the disturbed areas, either having survived the disturbance or recolonised. This assessment concluded that regeneration observed at the disturbed sites suggests that there is unlikely to be any permanent damage.

SUSTAINABLE ASSETS UNIT**Building Renewal Program**

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

<i>Beech Forest Public Toilets</i>	All painting works are now complete as of late February 2010.
<i>Rae Street Office Air Conditioning Replacement</i>	The air conditioning unit which services the first floor of the Rae Street has now been replaced and commissioned.
<i>Structural wall Repairs – Rae Street Office</i>	Significant cracking along the South wall of the Rae Street Office has previously been identified. This is generally as a result of foundations settling due to ongoing dry conditions. Three (3) large trees in the vicinity of the wall have been removed and repairs to the wall have been scheduled for mid April.

Colac Lawn Tennis Club

The roof to the club rooms has been replaced and renewal of the external cladding has been completed. Insulation batts have been installed in the roof. External painting has begun with the western wall and trim remaining to be completed. A new floor has been laid in the male toilets and includes the provision of new pans. A landing has been constructed in the space between the main clubroom and the ladies toilets to improve accessibility.

The construction of a new disabled toilet will commence once floor works in the male toilets has been completed. Internal doors leading to the male and female toilets are also being replaced.



Routine Road and Footpath Inspections

The following is a summary of the routine road and footpath network inspections completed for the month of February 2010:

<i>Urban Collector Roads – Colac and Apollo Bay</i>	A number of signs were found to be either damaged or missing. It appears that most missing signs resulted from vandalism. All identified maintenance works have now been completed by Cosworks' works crews.
<i>Warrion Ward Area 3 roads (Alvie, Beeac, Cundare North, Dreeite, Dreeite South, Warrion and Wool Wool Areas)</i>	The majority of defects detected during the inspection of this area related to damaged or missing guide posts and warning signs.
<i>Colac Urban Road</i>	As well as damaged or missing signs a number of drainage pit lids were also identified as requiring replacement.
<i>Colac Footpath Level 1 – High Use areas, including CBD, schools, and other points of interest</i>	Movement in sections of footpath were noted during inspection. This is largely due to ongoing dry conditions and root intrusion from nearby trees. Any raised sections will be ground off or a pre mix wedge applied to ensure that pedestrian safety is maintained.
<i>Skenes Creek Urban, Coastal Area Urban, Apollo Bay Urban, and Marengo Urban Roads</i>	Patching of some sealed roads in Kennett River has been programmed following this month's inspections. Name plate signs were also missing in some roads in the coastal areas which will be programmed for replacement.

Water Meter Upgrade

The replacement and upgrade of the Botanic Gardens water meter has been completed.

These works relate in particular to the Colac Botanic Garden Café. The water meter was supplied by Barwon Water.

Switchboard Upgrade – Irrewillipe Recreation Reserve

Due to the level of usage of the facilities by the football, cricket and netball clubs, Council's contractor has been unable to schedule the two clear days required to complete these works without impacting on the users. Negotiations with the clubs have resulted in an agreement to complete the works immediately following the end of the cricket season with work now to commence in the week beginning 22 March 2010.

Essential Safety Measures in Council Buildings

The Building Maintenance Services area is at present programming works on a priority basis to address areas of concern detected through an audit of Council's buildings completed by the Council Building Surveyor. Recently completed works include the provision of emergency and exit lighting to the Apollo Bay Preschool. Emergency and exit lights have also been provided in the Colac City Band Rooms. Door furniture has also been upgraded in this building to comply with the relevant Australian Standards.

Birregurra Bus Shelter

Staff are currently seeking quotes for the relocation of a redundant bus shelter located in Gravesend Street, Colac. It is intended to install this shelter at the V/Line bus stop located at the intersection of Main Street and Roadknight Street, Birregurra. The provision of a shelter at this location has been requested by both patrons and bus operators due to the increased usage at this stop.

Bus Stop Upgrades

As reported previously, works have commenced to upgrade each of the existing bus stops located along each of the Colac Town Bus Service Routes. The purpose of these upgrades is to ensure that they meet all abilities access requirements. Fifteen (15) out of 60 stops have been completed so far with a further fifteen (15) programmed for March. It is intended that the balance of the stops will be upgraded by the end of May 2010. These works are fully funded by the Department of Transport and are being coordinated by Council staff.

Asset Management Strategy

A review and development of the Council's Asset Management Strategy is continuing. Preliminary interviews have been conducted with key Council staff with further interviews to be conducted over the coming months. The purpose of this interview process is to establish the performance of Council's present asset management systems and processes and to highlight any improvement needs.

Road Management Act Review

The *Road Management Act 2004* (the 'Act') came into operation on 1 July 2004 and at the time established a newly integrated and systematic framework for the management of Victoria's state and local road networks.

While the Act has broadly been recognised as being modern, reforming and effective, it has now been over five (5) years since it came into operation. Accordingly, the State Government has considered it timely that a focussed review of the Act be undertaken to ensure that it is achieving its purpose and objectives.

VicRoads are running a number of consultation forums in order to gain the views of a broad range of stakeholders in order to develop a range of possible proposals to amend the Act.

These proposals will then be the subject of the normal government and parliamentary processes associated with amendments to legislation, including further consultation with the Infrastructure Reference Panel.

The Municipal Association of Victoria has identified the key issues affecting the local government sector and will present these to VicRoads as a consolidated position. Some of the key issues relate to the performance of utility agencies working within road reserves, the consistency of the Act with various other Acts (e.g. Local Government Act, Planning and Environment Act, etc), and the management of roadside vegetation which is largely silent in the Act. Further updates will be provided to Council as this review progresses.

COSWORKS DEPARTMENT

Road Regrading: Maintenance grading has been completed on Old Beech Forest Road, Fry's Road, Boundary Road, Caspers Access and McDonalds Road.

Road Pavement Minor Patching: This is ongoing in all areas.

Capital Works:

Irrewillipe Road widening	Completed
Swan Marsh Road Reconstruction	Completed
Binns Road Drainage works	Started
Cawood Street	Completed
Sunnyside Road Slip	Completed
Binns Road Slip	Completed
Murroon Bridge Rehabilitation	Started

Gravel Road Re-sheeting: Resheeting works have been undertaken on Forest Street South Road, Back Larpent Road, Wickhams Road, Roseneath Road, Normans Road, Rowlands Road and Killara Road.

Major Drainage: Works have been undertaken on Roseneath Road, Barham River Road, Killara Road, Tuxion Road and Skenes Creek streets.

Line marking: Rural centreline repainting is approximately 60% complete. Statcons in Colac area has commenced.

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

Tree Maintenance: Tree maintenance has been completed at Gellibrand East Road, Old Beech Forest Road and Frys Road. A large tree was removed from Robinsons Road, Barongarook, following a safety assessment.

Works have been started on Murroon Road and Calvert Street and also Queens Avenue for Bus Services.

Roadside Slashing: The second round of slashing has commenced in the Alvie & Cororooke areas.

Township Mowing: This has been undertaken in townships as required.

Weed Spraying: Weed spraying has been undertaken in the township of Birregurra and around Council's road furniture. Blackberries have been sprayed along the Beechy Line and along the pathways in the Botanic Gardens.

Bridge Maintenance: Watson's Bridge has had repairs undertaken to the bridge decking.

Gardens: General maintenance to the gardens has been undertaken over the last month.

Playground Maintenance: Redevelopment and maintenance of the Birregurra playground has commenced.

Storm Damage: Roads have been cleared of tree debris on Montrose Avenue, Tuxion Road, Telfords Road and Old Hordern Vale Road.

MAJOR CONTRACTS/WASTE DEPARTMENT

Waste Update

"Too Lovely To Litter" is a regional litter prevention campaign based on behavioural change co-ordinated by the Barwon Regional Waste Management Group. The campaign is being implemented through a partnership with the City of Greater Geelong, Surf Coast Shire, Colac Otway Shire, Borough of Queenscliff, Parks Victoria, Vic Roads, Great Ocean Road Coast Committee, Packaging Stewardship Forum, Victorian Litter Action Alliance and the EPA. It was launched last week by Michael Crutchfield MP, Parliamentary Secretary for the Environment and Water.

The approach taken in this campaign is to work with traders and community groups to communicate litter prevention messages to customers at the point of purchasing the items that are later littered on our roadsides and in our public spaces. The campaign will be run across the region during March and April 2010.



The waste prevention trailer will be repainted with the above logo and relocated around various sites in the Colac Otway Shire. Monitoring of this campaign includes waste audits along the Colac Gellibrand Rd and in the Memorial Square, Colac.

Clean Up Australia Day

Four (4) groups registered with Council for free dropoff of waste at Council transfer stations as part of the Keep Australia Day Beautiful Campaign. These groups were based in Colac, Apollo Bay and Cororooke.

Tenders

Since the last reporting period the following tenders were opened:

0914 Eastern Reserve Netball Court Redevelopment - Closed 17 February 2010

1002 Supply & Deliver Grader - Closed 17 February 2010

1003 Supply & Deliver 14 Tonne Truck & Trailer - Closed 17 February 2010

Current tenders awarded are :-

0913 Alvie Recreation Reserve Development– to Spence Constructions

0817 Gellibrand Landfill Rehabilitation – to Armistead Earthmoving

0918 Natural Gas & Associated Services – to AGL Sales Pty Ltd

There are no current tenders advertised.

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	Compliance on this subdivision is expected to be finalised shortly. Several minor civil works remain to be completed including guard rail at the culverts on Montrose Avenue and landscaping on the roadsides.
Rossmoyne Road Industrial Estate Stage 2 23 lots	Subdivisional construction works will be completed shortly following asphaltting and completion of ancillary works. Compliance is expected prior to May 2010.
Seeberg Estate Stage 2 24 lots and reserve	Works are continuing on this subdivision with roadworks well underway. Footpath is to be constructed shortly.
Dowling Street Subdivision (at Harris Rd) 4 lots	Works are complete. Statement of compliance was issued 2 February 2010. Work included a gravel road with minor drainage.
Pascoe Street (66), Apollo Bay 5 lots	The issue of Statement of Compliance is under consideration.
Cants Road Stage 3 12 lots	Works are nearing completion with asphalt and footpath construction occurring.

Apollo Bay Transfer Station

Construction work is well underway on the administration building and transfer station where slabs and retaining walls have been formed.

The contractor has experienced some problems with the poor quality of the ground condition on the site. Discussions have taken place in relation to strengthening of the sub-base to resolve this matter and those discussions have been carried out in conjunction with the design engineers.

Approximately 25% of the project has been completed. Earthworks for the project have been completed. The administration building is complete to lockup stage. The transfer station building is 20% complete, with steel fabrication progressing off site. Pavement is 10% complete. The installation of services is 80% complete.

Completion of the project is expected for July 2010.



Bituminous Sealing Works

A number of sealing jobs remain to be completed including works at Apollo Bay. Sprayline is scheduled to complete all sealing by mid March with line marking completed by the end of March.

Alvie Recreation Reserve Development

Extensions to the football clubrooms commenced in February with slabs, framing and retaining walls completed. Approval has been given to commence the extension of the netball playing surface. Works are progressing rapidly on this project.



Birregurra Skatepark

The Birregurra Skate Park construction contract is complete. The skatepark is now receiving additional works in-kind by the community in the form of grass seeding, signage, seats and sub-surface drainage. The concrete will be fully cured for skateboard use towards the end of March.



SUSTAINABLE PLANNING & DEVELOPMENT

Rural Living Strategy

Consultant firm CPG-Global Australia is currently preparing a draft Rural Living Strategy. A steering committee will meet shortly to discuss issues and options for consideration in the development of the Strategy.

Birregurra and Forrest Structure Plans

Consultant firm CPG-Global Australia is currently preparing draft structure plans. The project steering committee will convene shortly to consider an Issues and Opportunities Paper as a lead up to the draft structure plan.

Colac and Apollo Bay Car Parking Study

Council has released an Issues and Opportunities Paper for the Colac and Apollo Bay Car Parking Study for public comment and feedback. Submissions will be sought in relation to the documents by 30 April 2010. Public consultation sessions will be held in;

- Apollo Bay on Monday 12 April – Apollo Bay Hotel, Krambrook Room.
 - Residents 3:30 – 5:00 pm
 - Business & Community Groups 6:00 – 7:30 pm
- Colac on Tuesday 13 April – COPACC, Cnr Rae & Gellibrand Streets
 - Residents 3:30 – 5:00 pm
 - Business & Community Groups 6:00 – 7:30 pm

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 at its meeting in April for 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 next review is required by legislation to be completed by June 2010. The project is being undertaken in-house by Council officers, and commenced late in January. Input will be sought from relevant stakeholders such as agencies, State Government, local architects, planners, builders and others, including Councillors, through workshops that will be scheduled in April/May.

Coastal Climate Change Advisory Committee Issues and Options Paper

The State Government appointed Coastal Climate Change Advisory Committee has recently released an Issues and Options paper relating to the problem of forecast rising sea levels along the coast. The Committee has undertaken extensive consultation in recent months, and the paper presents various options for how the Victorian planning system could respond. The paper looks at the need for short term controls to provide certainty to land owners about areas at potential risk, and the need for longer term direction on land use and development. It makes suggestions about possible new zones and overlay controls, and the need for area based strategic planning to assess coastal vulnerability and options for adaptation. Council officers will be providing input to this exercise, with submissions due by 26 April 2010. Members of the community are also able to make their own submission.

Fire Prevention and Planning

Council officers continue to undertake follow up inspections of properties across the region to assess whether they comply with fire prevention requirements. Although the recent rain has reduced the risk of a major fire this season, people still 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 government agencies to implement the recommendations from the Bushfire Royal Commission. At this stage there are no sites designated as Neighbourhood Safer Places in the Colac Otway Region and it is unlikely that any will be designated during the 2009-10 fire season. The Bushfire Royal Commission is expected to release further recommendations in March that may have further implications for Council.

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 was expected to get very low by the end of March but the recent rain has increased the level significantly meaning that the lake is unlikely to dry out completely this summer. Council will continue working with key stakeholders to try to prevent the re-establishment of carp in the lake and to investigate how to best manage fairy grass. The community is being reminded that they need to stay off the exposed lake bed because it is unstable and potentially dangerous.

Environment Strategy

Council endorsed the Colac Otway Shire Environment Strategy 2010-2018 at the February Council Meeting. The final version of the strategy has been placed on the Council website for the public to view and copies have been sent to key stakeholders who were involved in the development of the document. The focus now shifts to implementing the strategy. This will be done by identifying the actions that need to be taken over the next two years to help achieve the targets set out in the strategy. The community will have an opportunity to comment on the actions before they are finalised in September 2010.

Animal Emergency Management

Council's Local Laws Unit has commenced work on developing an emergency management plan for animals. After the fires last year the municipalities affected learnt how to better manage animals (domestic, stock and wildlife) after such an event. Council has taken the opportunity to learn from these lessons and is incorporating this knowledge into an Animal Emergency Management Plan. A draft of the plan is expected to be submitted to Council by September 2010.

Otways Tourism Inc.

Council officers have completed the process of evaluating the Colac Otway Shire and Otways Tourism Inc. Service Agreement 2007 – 2010. The Service Agreement Evaluation Report was presented to the February 2010 meeting of Council. The report is now available on the Shire website and at Customer Service Centres for viewing.

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 for funding of a building, automotive and engineering training centre based at the Beechy precinct adjacent to the new Colac Secondary College, as well as funding to upgrade hospitality training facilities at

Trinity College. Unfortunately we were not successful in our bid at the State Government recommendation level.

Apollo Bay Harbour

The Colac Otway Shire and State Government Interdepartmental Project Steering Group met in early March to discuss infrastructure, planning and long term State Government support for the project.

Small Towns Improvement Program

The STIP Advisory Committee will meet in March to make a decision on the 2010/11 applications.

Lake Colac

Advice is currently being sought on completion of a new Cultural Heritage Management Plan. All works are still on hold.

Attachments

Nil

Recommendation(s)

That Council notes the CEO's Progress Report to Council

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CONSENT CALENDAROFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                  | D | W |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <b><u>CORPORATE AND COMMUNITY SERVICES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                        |   |   |
| <b><u>OM102403-2 PROPOSED MINOR AMENDMENT OF POSTAL LOCALITY BOUNDARIES</u></b>                                                                                                                                                                                                                                                                                                                                                                       |   |   |
| Department: Corporate and Community Services                                                                                                                                                                                                                                                                                                                                                                                                          |   |   |
| <b><u>Recommendation(s)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |
| <b><i>That Council;</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |
| 1. <b><i>Commence statutory procedures to propose the following changes to locality boundaries within the Shire:</i></b>                                                                                                                                                                                                                                                                                                                              |   |   |
| (a) <b><i>Irrewarra to Warncoort - amend existing boundary (ie: Bourkes Rd) westwards to be a line commencing at the western boundary of 175 McKays Rd, continuing south to bisect part of 160 McKays Rd and part of 75 Bourkes Rd, before joining the northern boundary of 115 Bourkes Rd, then heading west to the western junction of the property and then following the western boundary of that property southwards to the Princes Hwy.</i></b> |   |   |
| (b) <b><i>Warncoort to Yeo – amend the existing locality boundary (ie Colac-Forrest Road) eastwards to be a line commencing at Collyers Rd, running south along the eastern boundary of 715 Colac-Forrest Rd (being C/A 86A Parish of Yeo) and continuing southwards to bisect 865 Colac Forrest Rd, by following the eastern boundary of Lot 1 TP709731, until it meets the Colac Forrest Road.</i></b>                                              |   |   |
| (c) <b><i>Carlisle River to Gellibrand - amend the existing State Government locality boundary westwards and adopt Council's locality boundary, which runs generally north/south from Carlisle-Gellibrand Rd in the north, along Cricket Pitch Rd to Tuckers Orchard Rd in the south and then following the existing State Government locality boundary.</i></b>                                                                                      |   |   |
| 2. <b><i>A further report to be presented back to Council prior to adopting any new boundaries.</i></b>                                                                                                                                                                                                                                                                                                                                               |   |   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM102403-3 AUDIO RECORDING OF COUNCIL MEETINGS POLICY</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council adopt the revised Policy No 18.6 Audio Recording of Council Meetings Policy.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| <p><b><u>OM102403-4 BEEAC SKATE PARK PETITION</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Receives the petition from the Beeac Community relating to the seeking of Council support to erect a skate/bike park within the township of Beeac.</i></b></li> <li><b><i>2. Writes to the head petitioner and students from the Beeac Primary School thanking them for their initiative.</i></b></li> <li><b><i>3. Provides a further report to a future Council meeting on a possible process to further investigate the Beeac Skate Park Facility.</i></b></li> </ol> |  |  |
| <p><b><u>OM102403-5 VICTORIAN AUDITOR GENERAL'S REPORT "TENDERING AND CONTRACTING IN LOCAL GOVERNMENT"</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Note the report on the Victorian Auditor General's Report "Tendering and Contracting in Local Government".</i></b></li> <li><b><i>2. Consider the adoption of the draft Procurement Policy as soon as possible.</i></b></li> </ol>                                                                                                                                                                              |  |  |

|                                                                                                                                                                                                                                         |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM102403-6 COLAC OTWAY SHIRE HEATWAVE PLAN</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council adopt the Colac Otway Shire Heatwave Plan.</i></b></p> |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

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**OM102403-2                      PROPOSED MINOR AMENDMENT OF POSTAL LOCALITY BOUNDARIES**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Paul Carmichael                | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN00477     |

**Purpose**

To gain Council's consent to initiating statutory procedures required to be undertaken to make minor amendments to some postal locality boundaries within the Shire.

**Declaration of Interests**

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

**Background**

About 12 months ago, Australia Post reviewed mail delivery contract arrangements within the Shire with the aim of having their mail delivery contractors cover an entire locality. As a result of this review, Australia Post requested that Council make some minor amendments to two locality boundaries in order to help them achieve their aim.

The amendments requested are as follows:

| Localities Concerned   | Details of Amendment                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Irrewarra to Warncoort | Amend existing boundary (ie: Bourkes Rd) westwards to be a line commencing at the western boundary of 175 McKays Rd, continuing south to bisect part of 160 McKays Rd and part of 75 Bourkes Rd, before joining the northern boundary of 115 Bourkes Rd, then heading west to the western junction of the property and then following the western boundary of that property southwards to the Princes Hwy. |
| Warncoort to Yeo       | Amend current locality boundary, (ie: Colac-Forrest Rd), eastwards and be a line commencing at Collyers Rd running south along the eastern boundary of 715 Colac-Forrest Rd (being C/A 86A, Parish of Yeo) and continuing southwards to bisect 865 Colac Forrest Rd, by following the eastern boundary of Lot 1 TP709731, until it meets the Colac Forrest Rd.                                             |

Council officers were also approached by a resident located south of Gellibrand to amend part of the Carlisle River-Gellibrand locality boundary. The request was to include properties located to the west of Colac-Lavers Hill Rd in the Gellibrand locality rather than the Carlisle River locality. The properties concerned are roughly located in the area between 2460 Colac Lavers Hill Rd and 3080 Colac Lavers Hill Rd and westwards to Tuckers Orchard Rd. Much of the land in this area is national park.

**Council Plan / Other Strategies / Policy**

The amendment of locality boundaries is consistent with Council's mission to work in partnership with our community and other organisations.

**Issues / Options**

In relation to the two Australia Post initiated proposals, the proposed change would result in the Council and State Government locality boundaries (which are the same) being amended.

In the case of the Carlisle River-Gellibrand proposal, the locality boundaries adopted by the State Government differs from those adopted by Council. The State Government's adopted boundary runs north/south, following property boundaries to the west of Colac-Lavers Hill Rd before crossing Colac-Lavers Hill Rd and then following property boundaries to the east of that road.

Council's locality boundary is further west of the State Government's boundary, running generally north/south from Carlisle-Gellibrand Rd in the north, along Cricket Pitch Rd to Tuckers Orchard Rd in the south and then following the existing State Government locality boundary.

It is considered the properties in this area have a more direct focus to the Gellibrand township than to Carlisle River and are generally geographically isolated from Carlisle River. As a result, officers believe Council's adopted boundary should be the locality boundary rather than the State Government's adopted boundary.

In all cases, property addresses would change due to the change of locality. This would also result in a change of the mailing address in situations where the location address is used as the mailing address.

### **Proposal**

On the basis of the above, it is considered Council should commence the formal statutory procedure to amend the locality boundaries.

Briefly, this procedure requires Council to write to affected property owners and occupiers, (where known) advising them of the proposal and allowing them the opportunity to make submissions in relation to the proposal. Local community representative groups and the Department of Sustainability and Environment would also be written to regarding the proposal. The proposed amendments are also required to be advertised in local newspapers.

Any submissions received are required to be considered by Council before a final decision is made. The submission process will be as per s223 of the *Local Government Act 1989*.

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

The cost to council of undertaking this procedure is officer's time and advertising, which is estimated to cost approximately \$1,000.

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

Not applicable

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

Not applicable.

### **Communication Strategy / Consultation**

Initial letters advising of the proposals were sent to owners of properties affected by the proposals. Where owners were not also residents of the property, they were requested to make their tenants aware of the proposals. This also followed similar consultation undertaken by Australia Post when the proposals were first mooted.

The results were as follows:

| <b>Proposed amendment</b>  | <b>No: of Owners</b> | <b>In Favour</b> | <b>Against</b> | <b>No response</b> |
|----------------------------|----------------------|------------------|----------------|--------------------|
| Irrewarra to Warncoort     | 5                    | 1                | 1              | 3                  |
| Warncoort to Yeo           | 2                    | 2                | 0              | 0                  |
| Carlisle River- Gellibrand | 13                   | 4                | 0              | 9*                 |

\* property owners were advised failure to respond would be considered as support for proposal.



The statutory process required to be undertaken also requires public consultation to be undertaken which will be done in accordance with Council's Community Engagement policy and s223 of the *Local Government Act 1989*.

### **Implementation**

The statutory process would be commenced as soon as possible and generally takes three months to complete.

### **Conclusion**

Two minor locality boundary changes have been requested by Australia Post and a third change has been requested by a resident located south of Gellibrand. All three boundary changes are considered to be warranted.

### **Attachments**

1. Area Proposed to be Included in Warncoort Locality
2. Proposed Area to be Included in Yeo Locality from Warncoort
3. Area of Proposed Change of Locality Carlisle River to Gellibrand

### **Recommendation(s)**

#### ***That Council;***

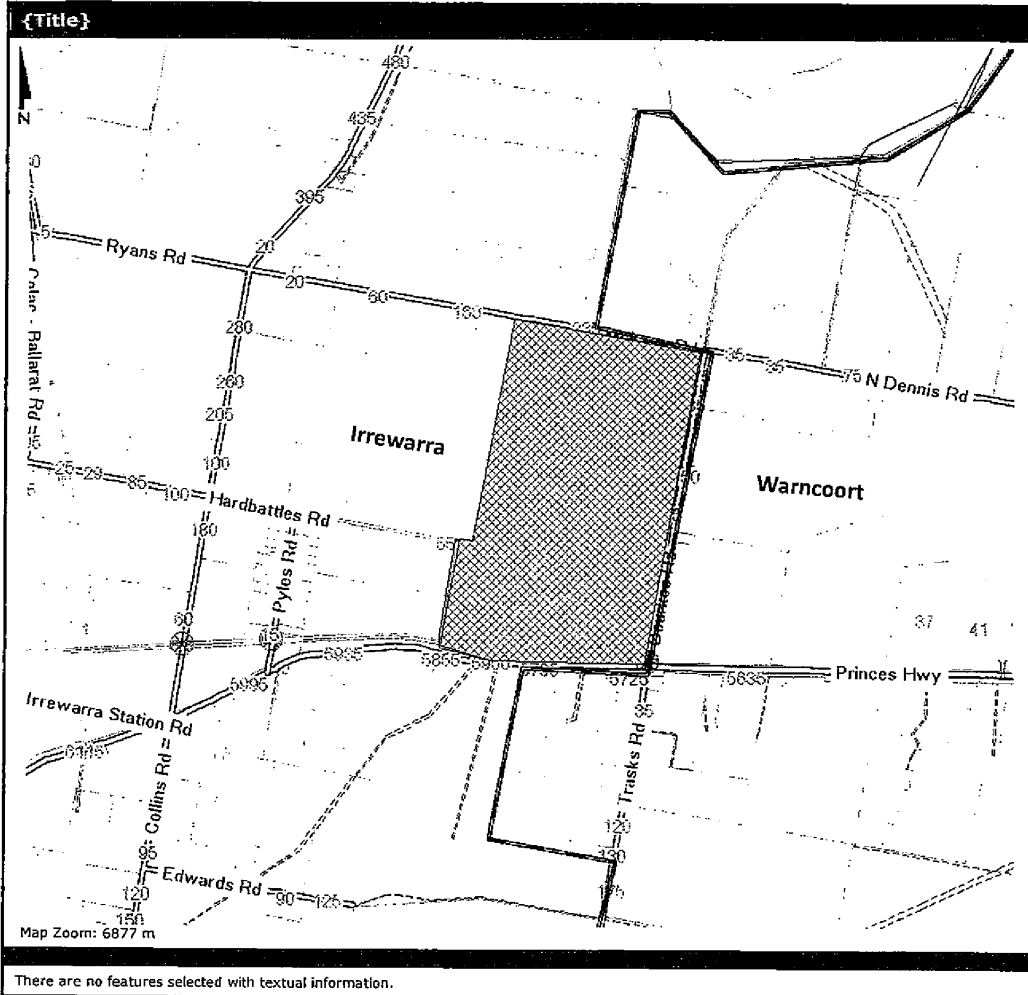
1. ***Commence statutory procedures to propose the following changes to locality boundaries within the Shire:***
  - (a) ***Irrewarra to Warncoort - amend existing boundary (ie: Bourkes Rd) westwards to be a line commencing at the western boundary of 175 McKays Rd, continuing south to bisect part of 160 McKays Rd and part of 75 Bourkes Rd, before joining the northern boundary of 115 Bourkes Rd, then heading west to the western junction of the property and then following the western boundary of that property southwards to the Princes Hwy.***
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  - (c) ***Carlisle River to Gellibrand - amend the existing State Government locality boundary westwards and adopt Council's locality boundary, which runs generally north/south from Carlisle-Gellibrand Rd in the north, along Cricket Pitch Rd to Tuckers Orchard Rd in the south and then following the existing State Government locality boundary.***
2. ***A further report to be presented back to Council prior to adopting any new boundaries.***

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Area Proposed to be Included in Warncoort Locality

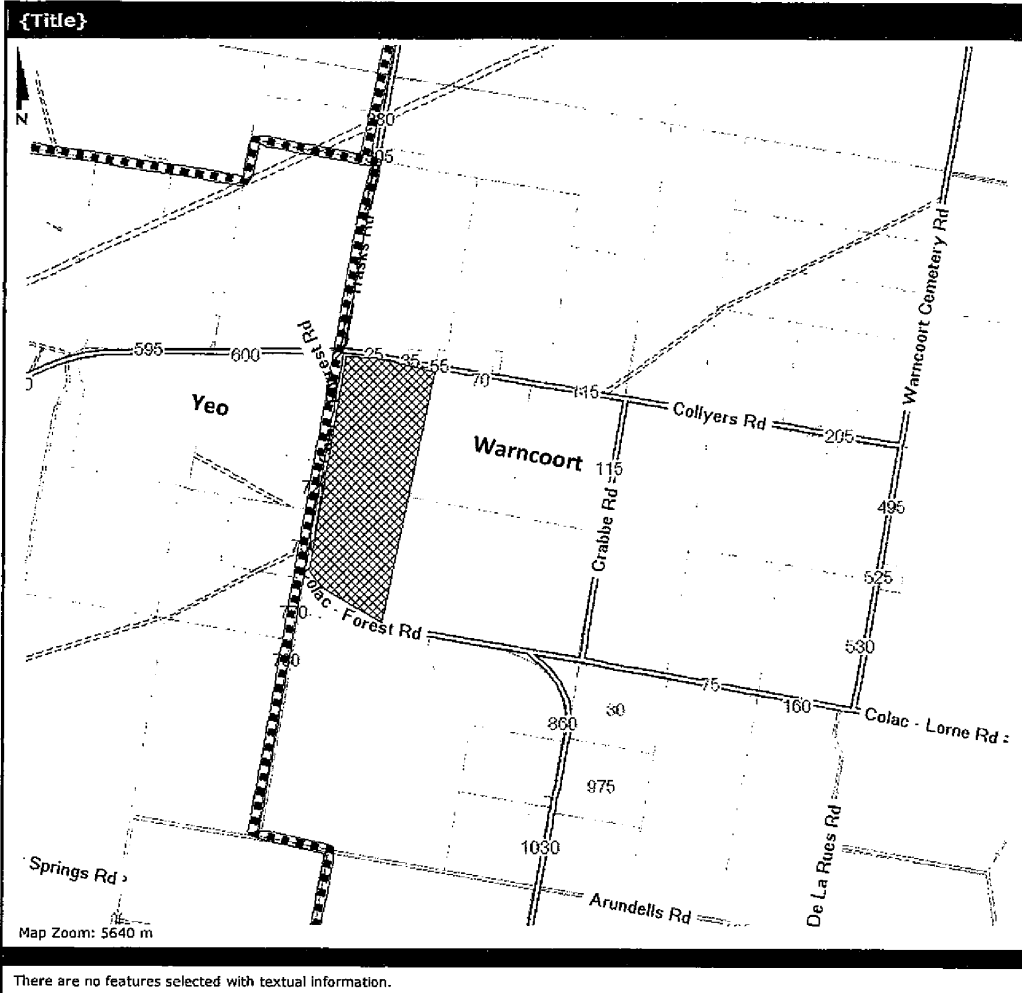


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| Legend | Disclaimer | |
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| Hatching = Area to be included in Warncoort | This material may be of assistance to you but the State of Victoria, Colac Otway Shire and its employees do not guarantee that the publication is without flaw of any kind 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 in this material. | |
| Thick Black Line = Existing Locality Boundary | Contact Colac Otway Shire
2-6 Rae Street.
COLAC, VIC. 3250
Ph: 03 5232 9400
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Email: inq@colacotway.vic.gov.au
Web: www.colacotway.vic.gov.au |  This map is produced on the Geocentric Datum of Australia (GDA94). GDA94 supersedes the Australian Geodetic Datum 1956 (AGD66). Colac Otway Shire uses the Map Grid of Australia (MGA94) Zone 54 projection. |

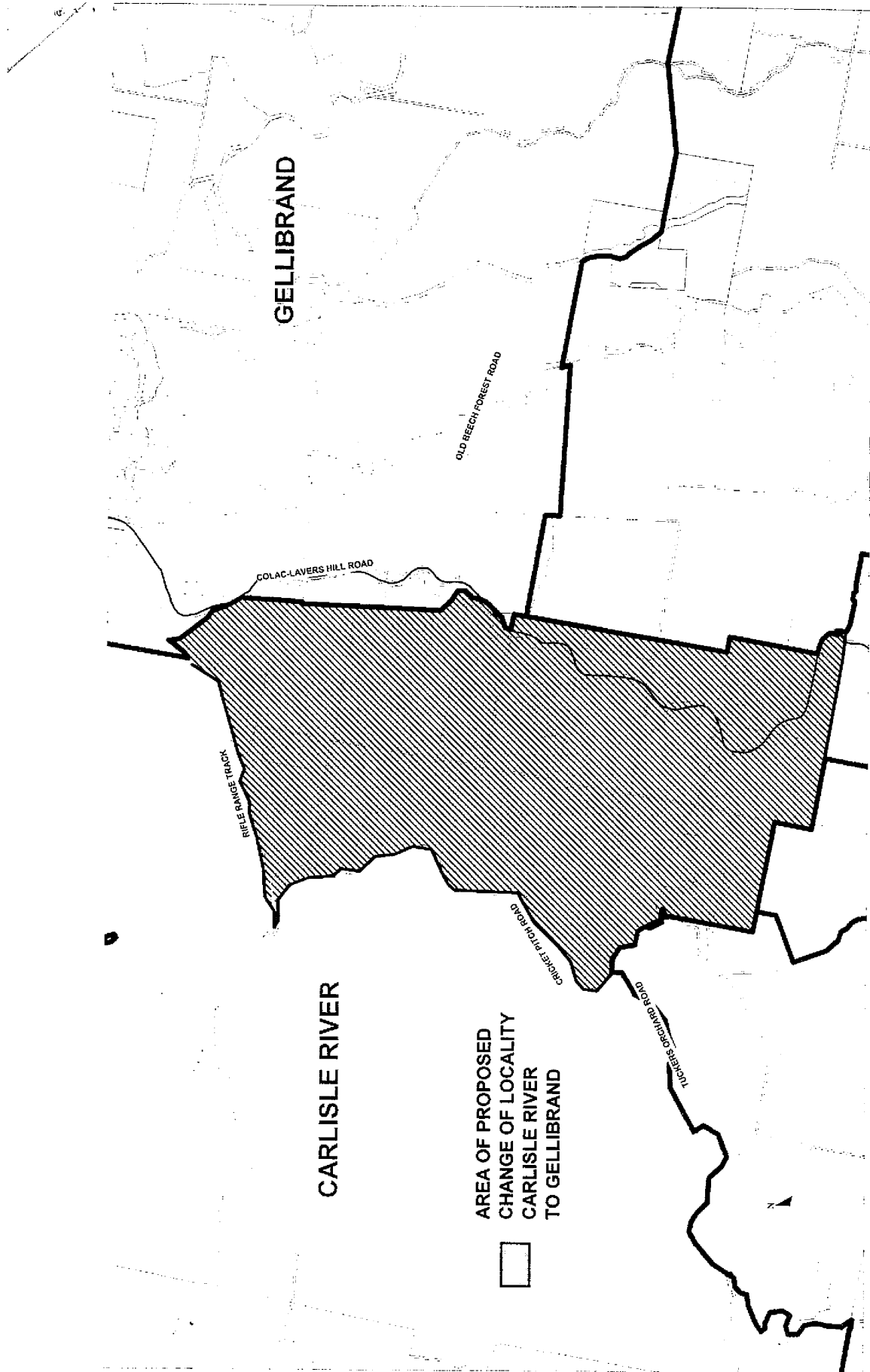
Created by general on Tuesday, 6 October 2009

Proposed Area to be Included in Yeo Locality from Warncoort



There are no features selected with textual information.

| | |
|---|---|
| <p>Legend</p> <p>Hatched = area to be included in YEO locality.</p> <p>Dotted Line = existing locality boundary
Warncoort to east
Yeo to west.</p> | <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 flaw of any kind 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 in this material.</p> <p>Contact Colac Otway Shire
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Web: www.colacotway.vic.gov.au</p> <div data-bbox="1037 1545 1149 1668" style="text-align: center;"> <p>GDA
Geographic Data Australia</p> </div> <p>This map is produced on the Geocentric Datum of Australia (GDA94). GDA94 supersedes the Australian Geodetic Datum 1966 (AGD66). Colac Otway Shire uses the Map Grid of Australia (MGA94) Zone 54 projection.</p> |
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OM102403-3**AUDIO RECORDING OF COUNCIL MEETINGS POLICY**

| | | | |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR: | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN01688 |

Purpose

The purpose of this report is to present for Council's consideration minor changes to the "Audio Recording of Council Meetings Policy".

Declaration of Interests

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

Background

At the Council Meeting on 24 February 2010 the Council's "Local Law No 4 2009 – Council Meeting Procedures and Common Seal" was made.

As a result of the revised Local Law, changes are required to be made to Policy No 18.6 Audio Recording of Council Meetings Policy.

Other minor changes are also proposed to the Policy.

Council Plan / Other Strategies / Policy

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

The Council Plan 2009/2013 under the Key Result Area of Leadership and Governance has the following objective.

"Council will fulfil 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."

Issues / OptionsChanges to Policy

Changes to the policy have been tracked in the attachment.

- (a) Local Law - Section 1a, Section 6.1.2 have been adjusted to reflect the new title of Local Law No 4 and the adjustment to Clause 36.
- (b) Council Plan - Minor change to Section 2.
- (c) Definition of Audio Recording - Minor change to Section 5. Deleting reference to video camera. The Policy is only intended for audio recording, therefore the reference of video camera has been removed.
- (d) Length of Retention - The Length of Retention has previously been extended to 4 years.

Proposal

It is proposed that Council adopts the revised Audio Recording of Council Meetings Policy.

Financial and Other Resource Implications

There are no direct financial implications in relation to the adoption of the review of the Council policies.

Risk Management & Compliance Issues

The policies have been reviewed based on appropriate legislation.

Environmental and Climate Change Considerations

No environmental considerations are applicable.

Communication Strategy / Consultation

The proposed changes to the Audio Recording of Council Meetings Policy are not required to go out for public consultation.

Implementation

Once adopted the Policy Manual will be revised and the updated policy will also be available on the Council's website.

Conclusion

As a result of the review of Local Law No 4, changes have been made to the Audio Recording of Council Meetings Policy.

Attachments

1. Policy No 18.6 - Audio Recording of Council Meetings Policy

Recommendation(s)

That Council adopt the revised Policy No 18.6 Audio Recording of Council Meetings Policy.

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## AUDIO RECORDING OF COUNCIL MEETINGS POLICY

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Policy No: 18.6  
Date Adopted: 21/11/07  
File No: GEN01688  
Revised:

---

**1. INTRODUCTION**

Local Law no 4 – 2009 Council Meeting Procedures and Common Seal provides for the recording of meetings.

Deleted: 5  
Deleted: Processes of Municipal Government

**“Clause 36 – Prohibition of Unauthorised Recording of Meetings**

Other than an official Council recording no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting.”

Deleted: “Clause 35 – Recording of Meetings”  
Deleted: 1  
Deleted: The Chief Executive Officer is responsible for arranging the electronic recording of all Ordinary and Special Council Meetings if so directed by resolution.

Deleted: Except as provided in clause 35

**2. RELATIONSHIP WITH COUNCIL PLAN**

The Colac Otway Shire is committed to strong Leadership and Governance. The ‘Audio Recording of Council Meetings’ policy is a part of having important governance procedures and policies in place.

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Deleted: community I

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Deleted: and advocacy services.

**3. PURPOSE**

The purpose of this policy is to specify the arrangements for creating, storing, using/disclosing and disposing of audio recordings of Ordinary and Special Council Meetings and Planning Committee Meetings.

**4. APPLICATION**

This policy applies to:

- Councillors and members of the public requesting access to records of audio recordings of Council and Committee Meetings; and
- Staff involved in creating, storing, providing access to, managing and disposing of audio recordings of Council and Committee Meetings.

**5. DEFINITION OF AUDIO RECORDING**

“Audio recording” in this document means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by cassette recorder or digital audio tape and stored on compact disc (CD) or in any other format.

Deleted: video camera.

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6. PRINCIPLES

6.1 Creation of audio recordings

6.1.1 Purpose of audio recordings

- Audio recordings will be made of:
- All Ordinary Council Meetings;
  - All Special Council Meetings; and
  - All Planning Committee Meetings.

for the purpose of verifying the accuracy of the minutes of the meetings.

Confidential matters as provided by Section 89(2) of the Local Government Act 1989 will not be recorded.

6.1.2 Audio recordings by individuals

Clause 36 of Council's Local Law no. 4 – 2009

*"Other than an official Council recording no video or audio recording of proceedings of Council Meetings shall be permitted without specific approval by resolution of the Meeting."*

Deleted: "Except as provided in clause 35

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Council does not generally permit individuals to make audio recordings of meetings. Individuals are required to make a written request addressed to the Council (General Manager Corporate & Community Services) should they seek to obtain permission to do so.

6.2 Notice of recording

Notice will be provided to the members of the public attending meetings that an audio recording of the meeting will be made.

The wording of the notice will be as follows:

*'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.'*

The notice will be displayed/expressed in the following manner:

- On agenda for relevant meeting of Council;
- On notices at the entry doors and within the Council Meeting room;
- On a notice located at the table where people address Council Meetings; and
- Verbally by the Chairperson at the commencement of each session of an open meeting.

6.3 Storage of recordings

6.3.1 Secure storage

Audio recordings will be stored securely so that only, Council staff authorised to do so by the General Manager of Corporate & Community Services, can access them.

6.3.2 Retention

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Audio recordings of meetings will be stored and destroyed as soon as their original purpose is served or three months after their creation (whichever is the later) except where retention for a longer period is otherwise required or recommended under the Public Records Office, Victoria General Retention and Disposal Authority for Records of Local Government.

6.4 Access to recordings

Deleted: Audio recordings will be stored and destroyed 1 month after the date of the confirmation of the minutes in accordance with the Public Records Office Victoria General Retention & Disposal Authority for Records of Local Government, class 2.1.2.¶

6.4.1 Purpose of access

Access to audio recordings will only be provided for the purpose of:

- Preparing and verifying the accuracy of minutes of meetings;
- Complying with court orders, warrants, subpoenas or legislation such as the Freedom of Information Act 1982.

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6.4.2 Access by staff

Audio recordings will only be accessed by staff with the General Manager's approval for the purposes outlined above. Access may be approved up until the time that the audio recordings are destroyed.

6.4.3 Access by councillors

Audio recordings can only be accessed by Councillors with the Chief Executive Officer or General Manager's approval for the purposes outlined above. Any access to Councillors approved must take place in the Council Offices in a location designated by the General Manager.

Access can only be provided up until such time as the minutes of the meeting to which the audio recording relates are confirmed. Copies of audio recordings and transcripts of audio recordings cannot be provided unless required by law.

6.4.4 Access by members of the public

Audio recordings of meetings cannot be made available to the public or disclosed to a third party, except as allowed under the Freedom of Information Act 1982, or any other law.

7. RELATED LEGISLATION

- Public Records Act 1973
- Information Privacy Act 2000
- Health Records Act 2001
- Freedom of Information 1982

8. IMPLEMENTATION AND REVIEW

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

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**OM102403-4****BEEAC SKATE PARK PETITION**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Jodie Fincham                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN00374     |

**Purpose**

The purpose of this report is to provide information regarding a petition that has been received seeking Council support to erect a skate/bike park within the township of Beeac.

The petition was received by Council on 21 January 2010.

**Declaration of Interests**

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

**Background**

A petition has been received, which was initiated by a student from Beeac Primary School requesting Council to consider the construction of a skate/bike park in Beeac. The petition was signed by 121 Beeac residents, comprising 54 local children (aged under 16) and 67 adults and community members in support of the proposal. A letter supporting the petition identified that there is currently limited opportunity for young people to ride their bikes and skateboards within the township of Beeac.

Local Law

Clause 104 (1) of Local Law No. 4 – 2009 “Council Meeting Procedures and Common Seal” states the following:

*“unless Council determines by resolution to consider it as an item of urgent business, no motion (other than a motion to receive the same and advise the head petitioner of Council’s decision) may be made on any petition, joint letter, memorial or other like application until the next Ordinary Meeting after that at which it has been presented.”*

**Council Plan / Other Strategies / Policy**

At the 27 June meeting 2007, Council endorsed the amended Township Master Plan priorities of the Beeac community following community meetings that were held in 2006. The development of a skate park facility at Lake Beeac was identified through the initial community consultation process, however was not included in the final priority listing as identified by the community. Development of the Beeac Recreation Reserve Master Plan was undertaken in December 2006. The proposed skate park facility was not identified as part of this process.

The Council Plan and the 2006-2010 Colac Otway Recreation Strategy have consistent objectives to plan, develop and maintain a network of sustainable infrastructure and community assets and enhance the quality of residents’ lives by encouraging positive health, wellbeing and safety.

**Issues / Options**Local Law

As noted the petition is presented to Council to receive it and advise the head petitioner of Council’s decision.

### Skate Parks

The Colac Otway Shire is home to four skate park facilities which are located in Apollo Bay, Colac, Forrest and the recently constructed park at Birregurra.

### Beeac Recreation Options

In addition to this petition Council Officers have had verbal requests pertaining to recreation options for youth in Beeac. In terms of formal recreation options for youth in Beeac currently the Coragulac Cricket Club is based at the Beeac Recreation Reserve. (Masters Football is also based at the Beeac Recreation Reserve but this obviously does not cater for youth specifically). The township park has a playground and half court area.

### **Proposal**

It is proposed that Council receive the petition and acknowledge the efforts of the pupils at Beeac Primary School responsible for the petition.

A further report should be prepared for a future Council meeting following further investigations of the proposal and options.

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

Currently there are no dedicated Council funds and resources allocated towards the planning and/or development of a skate park in Beeac.

The possible funding opportunities depend on the actual project, the total costs and the capacity of the Council and community to contribute. Possible options for funding may include Sport and Recreation Victoria through the Community Facilities Funding Program together with Council support. Skate Park projects lodged under the Sport and Recreation Victoria Community Facilities Funding Program are very competitive and require as much advancement on the project planning and planning approval as possible to secure funding.

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

Risk management and compliance issues will be investigated and further identified as part of any formal planning process.

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

Environmental considerations will be considered and further identified as part of any formal planning process.

### **Communication Strategy / Consultation**

Local community consultation has been undertaken by pupils at Beeac Primary School through seeking input to support the skate park proposal via the petition.

As part of the next steps a more formal community communication process would be required to further investigate the proposal.

### **Implementation**

Following Council's resolution a letter would be written to the head petitioner advising of Council's decision and thanking the students of Beeac Primary School for their initiative.

A further report should be prepared for a future Council meeting on the next stages of the process.

### **Conclusion**

Pupils at Beeac Primary School have proactively arranged a petition to approach Council with a request to further investigate the feasibility of constructing a skate/bike park in Beeac.

It is proposed that Council receive the petition and acknowledge the efforts of the pupils at Beeac Primary School responsible for the petition.

**Attachments**

Nil

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

- 1. Receives the petition from the Beeac Community relating to the seeking of Council support to erect a skate/bike park within the township of Beeac.***
- 2. Writes to the head petitioner and students from the Beeac Primary School thanking them for their initiative.***
- 3. Provides a further report to a future Council meeting on a possible process to further investigate the Beeac Skate Park Facility.***

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OM102403-5

VICTORIAN AUDITOR GENERAL'S REPORT "TENDERING AND CONTRACTING IN LOCAL GOVERNMENT"

| | | | |
|-------------|--------------------------------|-----------|------------------------------|
| AUTHOR: | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN0392
Performance Audit |

Purpose

To provide details on the recently tabled "Tendering and Contracting in Local Government" Victorian Auditor-General's Report.

Declaration of Interests

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

Background

The following information was provided to Council at the 22 July 2009 Council Meeting as part of the CEO's update.

Performance Audit of Tendering Practices in Local Government

Council has been advised by the Victorian Auditor-General's office that it is one of the Councils that have been selected for the Performance Audit.

Audit Objective and Sub-objectives

The overall objective of the audit is to examine whether policies, guidelines and procedures for tendering and contracting are adequate, have been complied with and have resulted in value for money. Specifically the audit will assess at a selection of Councils whether:

- *acceptable probity standards have been set and applied;*
- *legislation and Councils policies and procedures have been complied with;*
- *appropriate processes and criteria for assessing value for money have been developed and adhered to.*

Audit Scope

The broad scope audit will examine a number of tenders and contracts at selected Councils for compliance with the Act and good practice. The role of Councils and LGV in monitoring compliance and facilitating procurement capability and mitigate issues identified by the Ombudsman and Inspector of Municipal Administration.

Proposed Tabling Date

The audit was scheduled for tabling in March 2010.

There were five Councils involved in the Audit:

- The City of Casey;
- The City of Greater Bendigo;
- Mount Alexander Shire Council;
- Colac Otway Shire Council;
- The City of Yarra

The final report was provided to Parliament on 24 February 2010. A copy of the report was provided to all Councillors on 25 February 2010.

Council Plan / Other Strategies / Policy

The Council Plan Key Result Area of Leadership and Governance has the following objective:

“Council will fulfil 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.”

Issues / Options

Draft Report

A draft confidential report was received by Council early January 2010. This provided an opportunity to comment on the factual accuracy of the audit evidence, the issues raised and whether the context had been fairly represented.

A number of comments were provided to the Auditor-General's Office.

Recommendations

The report includes 3 recommendations. These are listed below with a response to each.

Recommendation 1. - Councils should strengthen the application of probity standards in procurement by:

- **Training all staff involved in procurement to identify and manage conflicts of interest and probity**

Response

- *Council has undertaken some training in relation to Conflict of Interest with Managers and other staff. As part of Council's induction program Conflict of Interest is discussed with new staff to ensure that they are aware of the issues. Purchasing and Procurement are also issues which are raised as part of the induction program. These will need to be reviewed to ensure that new staff coming into the organisation are fully aware of the issues and are trained appropriately when involved in any procurement practices. In addition, a number of training programs will need to be developed to increase awareness across the Council and it is anticipated that these training programs be developed and implemented as part of the next business planning cycle.*

- **Requiring all tender evaluation panel (TEP) members to document declarations of conflicts of interest**

Response

- *Council has recently introduced this practice prior to the Auditor-General's Report and is therefore complying with the Auditor-General's recommendations. The Evaluation Panel Matrix has a declaration in the Matrix where Evaluation Panel Members sign off declaring that the panel member has no conflict of interest with the tender being evaluated. As such Council complies with the Auditor-General's requirement on this action. (Refer attachment)*

- **Assuring TEP reports provide sufficient detail and analysis to support decisions to award tenders**

Response

- *Council believes that it is complying with requirements from the Auditor-General. All tender evaluation reports include an Evaluation Matrix which is signed off by all members of the Evaluation Panel. That Matrix highlights the scoring for the selection criteria as specified in the tender documents. The Evaluation Panel Members score tenders against this selection criteria when awarding the Contract. All tender evaluations are supported by an Evaluation Panel Report which discusses the evaluation of the tender and makes recommendations for the preferred tender with any comments as appropriate. Council believes it is in compliance with the requirements from the Auditor-General's office.*

- **Maintaining sufficiently detailed and secure records of all procurement activities and decisions to reliably acquire transparency and accountability obligations.**

Response

- *Council has been in general compliant with this requirement in the past with the main area of non-conformance being the extension of contracts past the contract term without advertising, and undertaking a number of small contracts which exceed the tender threshold when aggregated. Council has introduced a number of new supply and service contracts aimed at addressing this including tendering for Material Supply and Consultant Engineering Services. Council is also in the process of developing tender documents for labor hire and plant hire.*

Council will continue to review the transparency obligations and ensure that appropriate tenders and quotations are developed for works and services to ensure that Council is receiving the best value for money for its services, and complying fully with the legislation.

Recommendation 2. - Councils should strengthen oversight and monitoring of procurement by:

- **Regularly monitoring cumulative payments to suppliers to identify opportunities to use competitive and/or collaborative procurement arrangements for improved value.**

Response

- *Council has been progressively introducing a range of supply contracts which will address the procurement problems. It is acknowledged regular reviews should be carried out of procurement payments to ensure that when aggregated, they are not exceeding the thresholds allowed under Council's own policies and the Local Government Act 1989 and in particular Section 186 in relation to Tendering and Contracts. A regular monthly review of finances and accounts will be implemented.*

- **Establishing procedures for assuring compliance with and adherence to statutory requirements and public sector probity standards**

Response

- *Council has developed a set of contract documents for a range of services and has a Procurement Policy and therefore believes that it is complying with the statutory and public sector requirements. Council is however, currently in the process of reviewing the Procurement Policy and will take these comments on*

board to ensure that potential enhancements for compliance standards are included in the revised Policy to ensure that probity standards are maintained. The Procurement Policy will need to go through a review process internally prior to being reported to the Council and the Audit Committee.

- **Systematically reviewing the effectiveness of procurement activities and associated controls.**

Response

- *Council on an ongoing basis does use the effectiveness of procurement activities and associated controls. The introduction of an increased level of tendering for minor services and reviewing of the Procurement Policy will ensure that the appropriate level of procurement and control are reviewed on a regular basis and increase the effectiveness in this area. Council will need to review its procurement policy on a regular basis and revise where necessary. In relation to the effectiveness of procurement activities, an annual review of the tendering policy and procedures documentation would address this point.*

Recommendation 3. - Local Government Victoria (LGV) should review and enhance guidance to councils on strategic procurement in consultation with stakeholders. This should include amending the Local Government Regulations to:

- **Better prescribe the range of circumstances under which a council's statutory obligations to tender apply, and specifically address situations involving cumulative spend with suppliers**

Response

- *Council agrees that Local Government Victoria should review and enhance its guidelines on Procurement in relation to Council operations. The current legislation does not provide the appropriate level of direction to Councils on how to interpret and apply work practices to comply with the legislative requirements. This has been an ongoing issue for Councils generally and to ensure that Councils can operate within an appropriate legislative framework, Councils need an appropriate guideline or a Ministerial Note on the methods and procurement practices which should be carried out in relation to compliance under the Local Government Act.*

Better guidance to Local Government by Local Government, Victoria would reduce confusion in relation to Council's interpretation of Council's obligations and expectations and is well overdue.

- **Require Councils to set the scope, timeframe and value of works to be covered by a contract entered into because of an emergency and to report this publicly.**

Response

- *Council does not agree with this recommendation as contracts which are entered into in an emergency are done so within strict time limitations and the ability to set the scope, timeframe and value of works to be covered by the contract while entering into an emergency is unrealistic. Councils may need to report this after the fact and to report this publicly once the emergency issue has been dealt with. It is normal practice that contracts entered into under emergencies are short term contracts and are generally resolved shortly after the emergency being resolved. The more appropriate response might be that Local Government Victoria require Councils to enter into longer term contracts for services provided as a result of emergencies after the initial emergency has been resolved. Local Government*

Victoria should be setting those timelines and providing guidance to Councils. It is however, difficult to make a general statement in relation to this because the scale of the emergency, scope and the extent in relation to physical distances, size and resources varies between individual emergencies. It is therefore impractical to put in constraints when the extent of unknown emergencies cannot be determined. As such Council would strongly resist these requirements in relation to emergency works but would be supportive of Local Government Victoria providing guidance and direction to Councils to review the scope of operations to resolve the emergency planning procurement requirements.

Procurement Policy

Two draft documents have been developed:

- Procurement Policy
- Operational Procedure – Quotations/Tendering and Purchasing

It is intended that these documents would replace existing policies/procedures.

The preparation of the drafts followed an extensive consultation process with staff. The Procurement Policy was developed based on the template policy provided by the Municipal Association of Victoria.

As a number of issues in the Draft Procurement Policy are still to be resolved, the Council's current Tendering and Contracts Policy is Council's Procurement Policy in the interim.

It should be noted that the Tendering and Contracts Policy still refers to the previous levels where contracts for which a public tender needs to be conducted.

Proposal

That Council notes the report on the Victorian Auditor-General's Report "Tendering and Contracting in Local Government" and considers the revised Procurement Policy as soon as possible.

Financial and Other Resource Implications

Over the last 12 months Colac Otway Shire has put in place a number of improvements in the Contracting and Tendering areas.

This has included the provision of additional resources, the tendering out of a number of services and the development of revised documentation.

Risk Management & Compliance Issues

The report provides details of Council's requirements under the *Local Government Act* and other legislative requirements.

Environmental and Climate Change Considerations

Not applicable

Communication Strategy / Consultation

The Performance Audit was an extensive process which involved consultation with a number of staff.

The Victorian Auditor-General's office provided regular communication with staff to ensure requirements for documentation and information were met.

Implementation

As a result of previous reviews and investigations, a number of changes have been and are being implemented in the Contracts and Tendering area.

Conclusion

Over the last 12 months a number of actions have been taken to strengthen and improve the Contracts and Tendering areas of Council's operations.

These have included the tendering out of services in building maintenance, the tendering out of pavement materials and the appointment of an Administrator – Contracts and Fleet.

The internal reviews and recommendation from various reports and investigations have provided clear guidelines for the Colac Otway Shire to improve its systems and processes in the Contracts and Tendering areas.

A number of improvements have been implemented as a result of examining issues identified through the various processes and reports that have been prepared.

Attachments

1. Tender Evaluation Scoresheet

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

1. ***Note the report on the Victorian Auditor General's Report "Tendering and Contracting in Local Government".***
2. ***Consider the adoption of the draft Procurement Policy as soon as possible.***

~~~~~\ ~~~~~

Tender No. Description  
Tender Evaluation Scoresheet

| Tender Price \$ | Criteria   | Weight | Tenderer 1 |       | Tenderer 2 |       | Tenderer 3 |       | Tenderer 4 |       |
|-----------------|------------|--------|------------|-------|------------|-------|------------|-------|------------|-------|
|                 |            |        | Price      | Score | Price      | Score | Price      | Score | Price      | Score |
|                 | Criteria 1 |        |            | 0.0   |            | 0.0   |            | 0.0   |            | 0.0   |
|                 | Criteria 2 |        |            | 0     |            | 0     |            | 0     |            | 0     |
|                 | Criteria 3 |        |            | 0     |            | 0     |            | 0     |            | 0     |
|                 | Criteria 4 |        |            | 0     |            | 0     |            | 0     |            | 0     |
|                 | Score      |        |            | 0.0   |            | 0.0   |            | 0.0   |            | 0.0   |

- Rating Grade Median Price
- Excellent/Best 5 Price
  - Very Good 4
  - Better than average 3
  - Acceptable 2
  - Marginal 1
  - Inadequate 0

|                            |           |           |           |           |
|----------------------------|-----------|-----------|-----------|-----------|
| TENDER CONFORMS            | Yes or NO | Yes or NO | Yes or NO | Yes or NO |
| TENDER CONSIDERED BY PANEL | Yes or NO | Yes or NO | Yes or NO | Yes or NO |

The Evaluation Scores shown in this document have been assessed by the full evaluation panel and the scores shown represent the weighted score for each Tenderer as determined jointly by the panel without bias.

**Tenderer X is the preferred Contractor having:-  
Submitted a competitive Tender price.  
Obtained the Highest Score for the Selection Criteria**

Note 1: The Evaluation Panel has no conflict of interest with the Contractors or Tenderers  
Note 2: All prices submitted in tender include GST

- Member 1 ..... Member 2 ..... Member 3 ..... Member 4 .....
- Title ..... Title ..... Title ..... Title .....
- Date ..... Date ..... Date ..... Date .....

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**OM102403-6****COLAC OTWAY SHIRE HEATWAVE PLAN**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Greg Fletcher                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN0788      |

**Purpose**

This report presents to Council a copy of the draft Colac Otway Shire Heatwave Plan for adoption. The draft plan has been exhibited for community comment for a period of greater than 6 weeks.

**Declaration of Interests**

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

**Background**

Council adopted the draft Heatwave Plan on an interim arrangement for the 2009/10 summer period to communicate warnings and provide information and advice on matters relating to heatwaves.

One submission was received.

**Council Plan / Other Strategies / Policy**

Under the Key Result Area of Leadership and Governance there is a the following Strategy:

*“Meet our statutory obligations for community safety, security and responses to emergency situations.”*

The preparation of the Heatwave Strategy is a part of our obligations. There are also references to risk management, health and wellbeing, infrastructure, recreation and events which can and will be impacted by the effects of future heatwaves.

**Issues / Options**Submission

One submission from Powercor was received providing information on the protocols that the community should consider when power may not be available on certain days due to an outage.

An appendix has been included in the Heatwave Plan to advise of the steps our community can take to deal with power outages whether they be from the power grid or due to other issues on the property.

Heat Alert

An important issue was raised by the media during the exhibition period on how a heat alert was determined for Colac Otway and the temperature difference this may be to another part of the state.

This is now outlined in the Heatwave Plan. The mean temperature threshold for Colac Otway is 30°C. This is calculated by adding the forecast maximum daily (9am to 9pm) temperature and the following overnight (9pm to 9am) minimum forecast temperature together, then divide by two.

This is the standard methodology that is to be adopted by the Heatwave Committee of State Government.

### Strategies and Actions

The approach to dealing with future heatwaves is to deal with them in everyday functions of the community and Council. If we have an understanding of heat stress and how it can affect our everyday lives we then have the ability to plan and implement actions that can reduce the impact of heatwaves.

There are a number of strategies and actions that can be recommended to reduce the impact of heatwaves. They are grouped into the following areas:

- **Communication:** Communicate heatwave conditions to Council staff and the community;
- **Integration with Emergency Management Plan:** Integrate heatwave planning into the Emergency Management Plan and responses;
- **Home and Community Care (HACC):** Increase monitoring of vulnerable clients in heatwave conditions and to decrease the risks of heat stress on Community Care Workers;
- **Children's Services:** To provide education through the Maternal and Child Health Service and to meet National Family Day Care Scheme policies and procedures;
- **Council staff:** To ensure Council policies and practices minimise the risk of staff suffering from the effects of heat stress in heatwave conditions.
- **Sport and Recreation:** To promote the Sports Medicine Australia Guidelines to sports clubs and provide potable water through drinking fountains at reserves.
- **Events:** Ensure that event organisers planning processes considers heatwave conditions and comply with Municipal Event Management Event Committee policies and guidelines.
- **Partnerships with agencies:** To develop a range of partnerships with agencies that provide support services to vulnerable communities within Colac.
- **Evaluation and updating the Heatwave Plan:** To evaluate and update the Heatwave Plan on an annual basis.

These are focussed on what Council can do. It is important that these strategies are also understood, acknowledged and actioned by the community. Wherever members of the community are and whatever they are doing it is intended, through increased understanding, that care is taken whether it be on the farm, on a holiday or during our summers.

### **Proposal**

It is proposed that Council adopt the Heatwave Plan as a way of supporting people who live and work here or visit our region.

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

The State Government has provided funding support to develop and produce this Heatwave Plan. Many of the recommendations raised in this Plan are implemented by policy, procedures and media information. Others will require budgetary support through the budget process.

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

The Heatwave Plan provides information to support people through a heatwave. This plan is part of a strategy developed by the State Government.

It is important that Council follows the details of this strategy that have been developed by public health authorities.

**Environmental and Climate Change Considerations**

This is the first specific plan developed by Council to deal with public health issues created by Climate Change.

**Communication Strategy / Consultation**

The Draft Heatwave Plan was put out for public comment for a period of over 6 weeks.

There have been discussions and input from staff and other interested parties into the development of the plan. As this plan is to be adopted during the cooling season of autumn it is important that a communication strategy be developed and implemented between now and the next heatwave season.

**Implementation**

The Heatwave Plan is to be implemented by a number of units within Council through their day to day functions and roles. There may be periodical funding for agencies to support Council in assisting vulnerable members of the community, such as HACC recipients.

**Conclusion**

Heatwave planning has required emergency management and public health experiences and expertise to combine quickly to protect people from a climatic phenomena where interventions need to be implemented locally.

**Attachments**

1. Colac Otway Shire Heatwave Plan

**Recommendation(s)**

***That Council adopt the Colac Otway Shire Heatwave Plan.***

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Colac Otway Shire Heatwave Plan

2009



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Disclaimer

This plan has been compiled from a variety of sources including material generally available on the public record, and through the Victorian Government Department of Human Services Planning for Heatwave Guide. Care has been taken to verify accuracy and reliability wherever possible. However, the material does not provide professional advice and does not give any warranty or accept any liability concerning the contents of this work.

Neither the Colac Otway Shire and its employees or Capacity Consulting are liable if any information is incorrect. The Heatwave Plan is a guide only.

Background

This plan has been designed to provide a strategic direction for the Colac Otway Shire and partner agencies to plan for future heatwaves.

There is currently no single definition internationally accepted for a heatwave. Issues such as geography, topography, built structures, rural environmental conditions and urban design impact on temperatures.

'Heatwaves are typically described as a minimum temperature over a prescribed duration that is likely to impact on the health of a community'. *DHS Heatwave Planning Guide 2009*. For the purposes of this policy this definition will be used.

The incidence of heatwaves is increasing in Australia due to climate change. 'Climate change is expected to increase frequency and intensity of heatwaves in Victoria. Evidence shows that heatwaves cause illness and death, particularly in vulnerable population groups'. *DHS Heatwave Planning Guide 2009*.

An example of heatwave conditions was January 2009 in Victoria where there was 3 days of temperatures above 43C and where the temperature did not drop significantly over night. A report by the Office of the Chief Health Officer concluded that there was '374 additional deaths during the heatwave in comparison to the previous five years'. *DHS Heatwave Planning Guide 2009*.

Structure of the Heatwave Plan

This Heatwave Plan aims to reduce the associated risks of heatwave within the Colac Otway Shire community. The plan also provides the following:

- Demographic data;
- A list of the types of vulnerable communities;
- Activities or services impacted;
- Data on vulnerable communities;
- Data from the Bureau of Meteorology on the Colac Otway region;
- A media strategy; and
- Strategies and actions that are proposed at a local level within Colac Otway Shire.

Why develop a Heatwave Plan?

The benefit of preparing and activating a heatwave plan during extreme heat events is to reduce illness and death in the community by:

- Providing information to the community, vulnerable population groups and their carers;

- Increasing understanding of heatwaves in communities and increasing their capacity to respond during heatwaves;
- Developing a Council response to heatwaves;
- Identifying and establishing partnerships with other agencies in relation to heatwave planning;
- Managing emergencies during heatwaves more effectively; and
- Developing long-term and sustainable behavioural change to minimise the impacts of heatwaves on health and wellbeing.

Integration of the plan

The Heatwave Plan has been designed to be integrated with the Municipal Emergency Management Plan and the Municipal Recovery Plan. The integration of these plans provides a structured approach to support the community in emergencies.

Heat alert system

In Victoria the Department of Health monitors the Bureau of Meteorology website and notifies departmental staff and local governments of impending heatwaves.

The Bureau of Meteorology provides a 7 day forecast with the predicted maximum and minimum temperatures. This provides the potential for extreme weather conditions to be predicted in advance. Weather conditions may however change or not reach the predicted temperatures.

The threshold heat alert level of Colac Otway Shire is 30C. This calculated by adding the maximum daily (9am to 9pm) temperature and the following overnight (9pm to 9am) minimum temperature together, then divide by two.

There is a well known relationship between elevated night-time temperatures and increased mortality and morbidity during periods of hot weather. This lack of 'relief' from the heat appears to result in increased mortality in the elderly.

For example:

Tuesday's forecast in Colac is 43C max. with a following overnight temperature minimum being 27C.

$(43C + 27C) \div 2 = 35C$. This is well above the threshold of 30c set for Colac Otway.

The Department of Health will also be considering other factors that may influence vulnerability such as high maximum temperatures, high overnight temperatures, and high temperatures over a prolonged consecutive period. High temperature alerts may be issued in these circumstances even if the mean temperature threshold is not exceeded.

Whilst the department will be monitoring forecast temperatures across the state, it is important for councils to continue to monitor local conditions. It may be necessary for councils to activate heatwave plans in the absence of a heat health alert being issued. Council contacts are encouraged to monitor local conditions using the Bureau of Meteorology forecasts and act accordingly.

Department of Human Services Heatwave Planning Guide

The Department of Human Services has developed the Heatwave Planning Guide—Development of Heatwave Plans in Local Council's in Victoria 2009. The Heatwave Planning Guide should be used as the principle document for research on heatwave planning and information.

The document provides a framework of planning for heatwaves and is designed to be used for the following:

- Hospitals;
- Schools;
- Employers;
- Primary Care Partnerships;
- Community and health services;
- Divisions of General Practice;
- Police, ambulance and other emergency services; and
- Other non-government and government agencies.

The State Government's Environment Our Future Sustainability Action Statement 2006 sets out a whole-of-Victorian-Government policy, identifying heatwave planning in local government as a priority.

To support this, the Department of Human Services developed the Victorian Heatwave Strategy to:

- Raise awareness about the impact of heatwaves on illness and death;
- Commission research to better understand heatwaves; and
- Assist local councils in developing and implementing heatwave plans.

To achieve these objectives, the Department:

- Established a heat alert system to inform local councils and departmental staff of impending heatwaves;
- Hosted Australia's first national conference on climate change and health in 2007, discussing the health impacts of heatwaves;
- Commissioned research to better understand current knowledge, map vulnerability in metropolitan Melbourne and develop heat thresholds; and
- Funded 13 pilot projects (involving 22 local councils) to undertake the process of developing and implementing heatwave plans

Source: Heatwave Planning Guide 2009

Key findings of the Chief Health Officers Report

The Heatwave Planning Guide also provided information on the key findings of the Chief Health Officer's Report on the January 2009 Victorian heatwave are included in the following section.

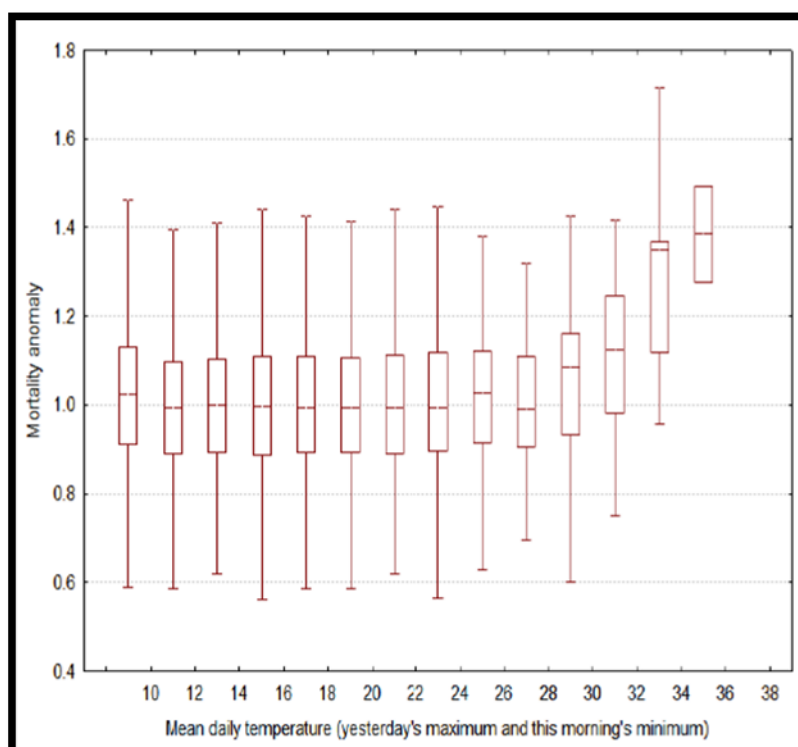
Key findings

- A 25% increase in metropolitan Ambulance Victoria total emergency cases and a 46% increase over the three hottest days.
- A 34 fold increase in the metropolitan Ambulance Victoria cases with direct heat-related conditions (61% in those 75 years and older).
- A 12% overall increase in emergency department presentations, with a greater proportion of acutely ill patients and 37% increase in those 75 years and older.
- An eightfold increase in direct heat-related emergency department presentations (46% in those aged 75 years and older).
- An almost threefold increase in patients dead on arrival (69% being 75 years and older) at emergency departments.
- There were 374 additional deaths over what would be expected: a 62% increase in total all-cause morbidity.

Heatwave Planning Guide 2009 p.4

Mortality and Morbidity

Research by Monash University on heatwaves indicates that when the temperature rises above 30C in Melbourne that it impacts on people's health. The level of mortality and morbidity increases as a consequence. Older age and cardiac disease are the largest cause of mortality and morbidity in Australia. Both of these aspects are known to be sensitive to weather. Graph 1 shows the increase in mortality of people 64 years and over when the temperature exceeds 30C. This increases particularly above 34C.



Graph 1: Nicholls,N. Skinner,C. Loughnan,M. Tapper,N. 2008. Int J Biometeorol

Research by Monash University shows that when there is prolonged hot weather where the temperature does not go below 24C that hospital admission increase. This is evident across the state in prolonged heat. In built areas such as highly populated cities the temperature commonly remains higher at night, which often means that there is no relief for vulnerable communities.

Heat related illness

Heat wave illness is when the body cannot cool itself. The effects can range from mild incidents of a rash or cramp. The most extreme case of illness is heat stroke which can cause death.

Heat cramps commonly display as muscle cramps, spasms within the abdomen, legs and arms.

The Colac Otway Shire Heat Wave Plan investigates the issues at a local level in relation to heat waves and establishes actions for Council, agencies and the community in the event of a heatwave.

Built Environments

Built environments have an impact on variances in temperatures. Construction materials commonly absorb heat and retain more of the sun's heat. Materials such as bitumen attract and retain heat. This can increase the temperature at night in built up areas such as Colac.

The impacts of heatwaves can also effect infrastructure and create stress on resources. Commonly, power outages occur which impact on people's ability to operate air conditioners or refrigerate food. In 2009, there were a number of state wide power outages as the electricity was unable to meet continually high demands.

The impacts of power outages may include:

- Fridges and freezers do not operate to keep food at required temperatures and to keep food safe. This is particularly an issue if loss of power is for an extended periods;
- Some meals on wheels are delivered frozen and are to be reheated in microwaves; They may not be safe to eat as a result of power outages;
- Hospitals do have generators to keep appliances operating;

Information will be required in the future through the Department of Human Services to inform the community what action to take when there are power outages. This should include; monitoring of temperatures and opening of fridge / freezers doors and storage of vaccines.

Housing conditions

The design and construction of housing has a major impact on individuals and families in heatwave conditions. Issues include:

- Lack of thermal insulation;
- Living in a multi dwelling building (higher levels can be hotter);
- Living on the top floors of buildings;

- If air conditioning is available;
- The number of windows and the glazing; and
- Vegetation around the home which can decrease the risk.

People who have lower incomes commonly have poorer quality housing that may not have insulation, air condition and good quality blinds. There are also areas in the Colac where public housing was developed that did not have effective insulation.

Behaviour

People's behaviour can influence the likelihood of health issues occurring or death. Examples of people's behaviour impacting on their health in heatwave conditions are as follows:

Increased risks

- Not maintaining hydration;
- Exercising in the hottest part of the day;
- Lack of access to potable water;
- Dressing in hot clothes can increase risks;
- Opening windows in the afternoon at the hottest part of the day; and
- People with pre existing heart conditions.

Decreasing risks

- Maintaining good hydration;
- Social connection with family, friends, carers or the community;
- Using cooling techniques and devices;
- Visiting air-conditioned environments;
- Excessive alcohol intake and
- Having someone check on vulnerable people.



Children can have fun whilst keeping cool

About Colac Otway

Demographic information

The demographic information for the Colac Otway Shire shows that there is 11.8% of the population in the 70 and above age group. This group is more vulnerable to the effects of heat related illness.

| | 2001 | 2001 |
|------------------------|---------------|-------------|
| Enumerated data | number | % |
| 0 to 4 | 1,219 | 6.1 |
| 5 to 11 | 1,922 | 9.7 |
| 12 to 17 | 1,884 | 9.5 |
| 18 to 24 | 1,466 | 7.4 |
| 25 to 34 | 2,069 | 10.4 |
| 35 to 49 | 4,224 | 21.3 |
| 50 to 59 | 2,792 | 14.1 |
| 60 to 69 | 1,939 | 9.8 |
| 70 to 84 | 1,932 | 9.7 |
| 85 and over | 420 | 2.1 |
| Total | 19,867 | 100.0 |

Table 1: Colac Otway Shire population and age breakdown

Socio Economic Disadvantage

The highest level of socio-economic disadvantage within the Colac Otway Shire is within the in the Colac township. One of the key risks in social disadvantaged areas is the quality of the housing. Public housing was commonly constructed with poor quality materials, no insulation and inadequate circulation. A high proportion of public housing would also not have air conditioning or ceiling fans.

People with low incomes can also be vulnerable as they do not have the resources to retro fit houses with adequate insulation.

Rural isolation may also be an issue in heatwave conditions.



Rurally isolated people can be vulnerable to heatwaves

Vulnerable groups within the community

The following table provides a snap shot of the vulnerable communities in relation to the effects of heatwaves.

| | |
|--|--|
| Older people | Colac Otway has 1,932 in the 70 to 84 age group which is 9.7% of the population. There are 420 people in the 85 age group 2.1% of the population that would be highly vulnerable in a heatwave. |
| People living alone without support or in rural isolation | People who live alone or in rural isolation and do not have good support networks are at risk in heatwave conditions. |
| Those receiving HACC services | The Colac Otway Shire Council has a total of 1099 Home and Community Care clients as of September 2009 that are provided with services. |
| Social isolation | People living in social isolation may be at risk in heatwave conditions especially if they have an existing health condition. |
| People with a disability or mental health issues | People who have a disability or mental health problems may be at risk due to an inability or awareness of the need to hydrate or cool down especially if they are isolated. |
| Population of 0-4 | Children are at risk of dehydration particularly in vulnerable families. The 0-4 age group for the Colac Otway Shire was 1,219 in 2006 which is 6.1% of the total population. |
| Pregnant or nursing mothers | Pregnant or nursing mothers can be at risk of dehydration in heatwave. Particularly breast feeding mother or those caring for young children. |
| People with pre existing medical conditions | People having an existing illness may experience discomfort in heatwave conditions and their health may deteriorate. |
| Illness that impact on the body's ability to regulate its own temperature | People with a condition that impairs the body's abilities to regulate its own temperature like Multiple Sclerosis |
| Substance abuse | Alcohol and drugs may lead to dehydration. |
| Events | Events where large crowds of people gather may increase the risks of dehydration and heat related illness. |
| Increase risk of violence and family violence | Heatwaves may lead to increases in violence and family violence. This can be an issue for community safety, hospital admissions and police resources. |
| Sport and physical exercise | Vic Health has recognised that policies are required for sporting activities and events to avoid heat stress. Vic Health also provides tools for clubs to implement practices during periods of heatwave. |
| Housing | A number of houses within the community are poorly designed for heatwave conditions and do not have air conditioning or insulation. |
| Workforce | There are considerable Occupational Health and Safety issues for the workforce in times of heatwave. All employers need to implement adequate measures in protect the health and safety of staff in extreme heatwave conditions. |
| Health care workers | Health Care workers are at risk in the heat when they are required to travel and provide support for clients. They are therefore in the high risk category. |
| Power blackouts | Power blackouts can affect the whole community and the ability to remain cool. |
| Financially disadvantaged communities | Financially disadvantaged communities are commonly at risk due to poor housing standards. This group may not have the financial resources to purchase air conditioning and houses without adequate insulation. |
| Limited access to transport | People with limited access to transport may be at a higher risk in heatwave conditions. |

Table 2: Vulnerable communities

Recent history of heatwaves in Colac Otway

Table 3 provides a summary of the temperatures over the past five years where the temperature has exceeded 35C. The statistics also include temperatures over 33.5C were across a number days.

The statistics are based on the Bureau of Meteorology Colac Mount Gellibrand station.

The statistics show that over the last 5 years temperatures have led to several heatwaves. Particularly hot days, where there was three days over 35C, have been highlighted in red.

The hottest weather pattern was in January 2006 and in January 2009. The January 2009 heatwave featured 5 continuous days over 35C with a highest temperature of 44.8C.

| Year | Date | Temperature |
|------|--------------------------------|-------------|
| 2005 | | |
| | 11 th January | 38.2 |
| | 25 th January | 36.2 |
| | 26 th January | 35.0 |
| 2006 | | |
| | 19th January | 34.6 |
| | 20th January | 37.5 |
| | 21st January | 39.7 |
| | 22nd January | 41.5 |
| | 26 th January | 39.4 |
| | 9 th December | 38.4 |
| | 10 th December | 36.7 |
| 2007 | | |
| | 10 th January | 37.4 |
| | 16 th January | 40.9 |
| | 29 th December | 38.0 |
| | 31 st December | 41.3 |
| 2008 | | |
| | 1st January | 35.8 |
| | 4th January | 35.2 |
| | 5th January | 36.8 |
| | 10 th January | 39.4 |
| | 11 th January | 34.4 |
| | 17 th February | 34.0 |
| | 18 th February | 33.5 |
| | 19 th February | 35.5 |
| 2009 | | |
| | 13 th January | 37.0 |
| | 19 th January | 36.2 |
| | 27th January | 35.3 |
| | 28th January | 43.3 |
| | 29th January | 44.8 |
| | 30th January | 43.8 |
| | 31st January | 35.5 |
| | 7 th February | 45.4 |
| | 27 th February | 36.4 |

Table 3: Temperatures registered at the Bureau of Meteorology Colac Mount Gellibrand station above 33.5

Table 4 is the temperatures above 35.0C that were recorded at Colac Otway Light House. This information gives an indication of how much the temperature varies in the Colac Otway Shire given geographical and topography.

| Year | Date | Temperature |
|------|--------------------------|-------------|
| 2005 | | |
| | 26 th January | 35.0 |
| 2006 | | |
| | 22 nd January | 41.5 |
| | 26 th January | 35.0 |
| 2007 | | |
| | 5 th January | 34.7 |
| | 10 th January | 34.4 |
| 2008 | | |
| | Nil days over 35.0 | |
| 2009 | | |
| | 28 th January | 38.1 |
| | 29 th January | 41.7 |
| | 7 th February | 39.4 |

Table 4: Temperatures registered at the Bureau of Meteorology Cape Otway Light House station above 33.5

The Colac Otway Shire will receive alerts from the Department of Human Services. These alerts will be based on information provided by the Bureau of Meteorology. A system will be required for these alerts to be forwarded onto partner organisations.

Messages for the Colac Otway community

The messages that will be delivered to the Colac Otway Shire will be the health messages that are promoted at state wide level. These following messages are provided on the Department of Human Services website:

What is heat-related illness?

Heat-related illness can occur when the body is unable to adequately cool itself. The body normally cools itself by sweating, but sometimes sweating isn't enough and the body temperature keeps rising.

Heat-related illness can range from mild conditions such as a rash or cramps to very serious conditions such as heat stroke, which can kill. Heat may worsen the condition of someone who already has a medical condition such as heart disease. Prevention is the best way to manage heat-related illness.

Who is at risk of heat-related illness?

Anyone can suffer from heat-related illness, but those most at risk are:

- Older people (>65 years), particularly those living alone without air conditioning
- Infants
- Pregnant and nursing mothers

- People physically unwell, especially with heart disease or high blood pressure
- People on medications for mental illness

- Elderly people are more prone to heat stress than younger people because their body may not adjust well to sudden temperature change. They are more likely to have a chronic medical condition and to be taking medication that may interfere with the body's ability to regulate temperature.

Heat Cramps

Heat cramps are muscle pains or spasms, usually in the abdomen, arms or legs. They may occur after strenuous activity in a hot environment, when the body gets depleted of salt and water.

They may be a symptom of heat exhaustion.

- Heat Exhaustion
- Heat exhaustion is a serious condition that can develop into heat stroke.

Warning signs may include:

- Pale and sweating
- Rapid heart rate
- Muscle cramps, weakness
- Dizziness, headache
- Nausea, vomiting
- Fainting

Heat Stroke

Heat stroke is a life-threatening emergency. It occurs when the body is unable to prevent the temperature rising rapidly.

The symptoms may be the same as for heat exhaustion, but the skin may be dry with no sweating, and the person's mental condition worsens. They may stagger, appear confused, have a fit, or collapse and become unconscious.

What you can do to prevent heat related illness in yourself or others

- Drink plenty of water and non-alcoholic fluids. (Note: If your doctor normally limits your fluids or you are on fluid tablets, you may need to check how much to drink while the weather is hot)
- Stay indoors, if possible with airconditioning, or in the shade
- Take a cool shower or bath
- Wear lightweight, loose-fitting clothing
- Reduce physical activity
- Check on older, sick and frail people who may need help coping with the heat
- Never leave anyone in a closed parked car
- Don't rely on fans to cool people unless there is adequate ventilation.
- Know the signs and symptoms of excessive heat exposure and know how to respond

If you must be out in the heat

- Limit outdoor activity to morning or evening hours
- Protect yourself from the sun and slip, slop, slap when outside by using sunscreen, wearing a hat and covering exposed skin
- Rest regularly in the shade and drink fluids frequently.

What to do for heat cramps?

- Stop activity and sit quietly in a cool place
- Increase fluid intake
- Rest a few hours before returning to activity
- Seek medical help if no improvement

What to do for heat exhaustion?

- Get the person to a cool area and lie them down
- Remove outer clothing
- Wet skin with cool water or wet cloths
- Seek medical advice

What to do for heat stroke?

- Call an ambulance
- Get the person to a cool area and lie them down
- Remove clothing and wet skin with water, fanning continuously
- Position an unconscious person on their side and clear the airway
- Further information
- If you are concerned that someone may be suffering heat-related illness encourage them to see their doctor.

For further advice or health information contact Nurse on Call – 1300 60 60 24

Source: Department of Human Services website,

http://www.health.vic.gov.au/environment/emergency_mgmnt/heat_stress.htm

Heat in cars

Never leave a child or a pet alone in a hot car. On a typical hot Australian summer day, the temperature inside a parked car can be as much as 30 to 40 degrees higher than the outside temperature. That means on a 30 degree day, the temperature inside the car can be as high as 70 degrees.

It is recommended that a communication strategy be developed using the Department of Human Services templates. This information will be targeted at informing the community about heatwaves and how to stay cool and avoid heat stress.

Exercise in hot weather

Sports Medicine Australia has information on the impacts of vigorous exercise in hot weather. Vigorous exercise places some people at risk of heat illness, especially in hot

weather. If untreated, heat illness can lead to the more serious and potentially life-threatening condition of heat stroke. By understanding the causes of heat illness health professionals, coaches, players and anyone involved in sport or physical activity can help prevent heat illness by using the advice provided in the Guidelines to minimise the risks.

Most of the advice involves simple rules of common sense. Listen to your body and stop or slow down if you feel unwell. This is particularly important for children. Make sure that you have access to cool drinking potable water, wear a good hat and take particular care in the hottest parts of the day or year.

The target audience for the Guidelines are all Australians who undertake sport and physical activity, but they will be particularly useful to health professionals involved in the promotion of physical activity, coaches, fitness leaders and sports administrators.

Source: <http://www.sma.org.au/information/heat.asp>

Table 5 provides an example of a sports policy. It is envisaged in times of heatwave where there is prolonged days over 40 degrees that competitive sports events should be cancelled.

| Ambient temperature | Relative humidity | Risk of Heat Illness | Recommended management for sports activities |
|---------------------|-------------------|--|---|
| 15 - 20 | Low Heat | illness can occur in distance running. | Caution over-motivation. |
| 21 - 25 | Exceeds 70% | moderate | Increase vigilance.
Caution over-motivation. |
| 26 – 30 | Exceeds 60% | Moderate | Moderate early pre-season training intensity.
Reduce intensity and duration of play/training;
take more breaks. |
| 31 – 35 | Exceeds 50% | High | Very high. Uncomfortable for most people.
Limit intensity. Limit duration to less than 60 minutes per session. |
| 36 and above | Exceeds 30% | Extreme | Very stressful for most people.
Consider postponement to a cooler part of the day or cancellation. |

Table 5: Example of sports policy regarding heat stress

It is recommended that the Sports Medicine Australia guidelines are distributed to sports clubs within the Colac Otway Shire.

Lost Electrical Power

In the event of a heatwave power may not be available at times due to an outage. Appendix 1 provides steps that people can take to deal with power outages whether they be from the power grid or due issues on the property.

Relief and Recovery Centres

In emergency Council has the ability to establish Relief and Recovery Centres to support the community.

Relief Centres are designed to be established during an emergency such as a bushfire, to provide a place where people can safely go to gain shelter, information and resources. Recovery Centres are generally established after an emergency event has occurred. They provide a place for people to gain assistance and support from agencies such as Council, the Red Cross and the Department of Human Services after an emergency. Given that bushfires commonly occur in the summer period these centres should be planned to be provided in heatwave conditions.

If a Relief or Recovery Centre is opened in heatwave conditions it is recommended that vulnerable people be considered in the planning and implementation process of establishing the centres.

Colac Otway Shire response

Strategies and actions

A number of strategies and actions have been recommended in this Colac Otway Heatwave Plan. They are in grouped into the following areas:

- **Communication:** Communicate heatwave conditions to the Council staff and the community;
- **Integration with Emergency Management Plan:** Integrate heatwave planning into the Emergency Management Plan and responses;
- **Home and Community Care (HACC):** Increase monitoring of vulnerable clients in heatwave conditions and to decrease the risks of heat stress of Community Care Workers;
- **Children's Services:** To provide education through the Maternal and Child Health Service and to meet National Family Day Care Scheme policies and procedures;
- **Council staff:** To ensure Council policies and practices minimise the risk of staff suffering from the effects of heat stress in heatwave conditions.
- **Sport and Recreation:** To promote the Sports Medicine Australia Guidelines to sports clubs and provide potable water through drinking fountains at reserves.
- **Events:** Ensure that event organisers planning processes considers heatwave conditions and comply with Municipal Event Management Event Committee policies and guidelines.
- **Partnerships with agencies:** To develop a range of partnerships with agencies that provide support services to vulnerable communities within Colac.
- **Evaluation and updating the Heatwave Plan:** To evaluate and update the Heatwave Plan on an annual basis.

1.0 Communication

Preamble: One of the platforms of the Heatwave Plan is to communicate to Council staff and the community when a heatwave is expected to occur and how to decrease the likelihood of heat stress.

| Communication | | | | |
|---|--|--|---|--|
| Strategy: Communicate heatwave conditions to the Council staff and the community. | | | | |
| Number | Item | Details | Action | Measure |
| 1.1 | Heatwave alerts | Council will receive alerts from the Department of Health in relation to heatwaves. This information will be based on the Bureau of Meteorology forecasts. | Ensure that information is passed onto Council staff, partner agencies and the community where appropriate. | Heatwave alerts are promoted to Council staff, partner agencies and the community where appropriate. |
| 1.2 | Use of Department of Health communication material | The Department of Health will be developing communication materials. | Disseminate the Department of Health communication material to Council staff, agencies and the media. | That Department of Human Services communication material is circulated when heatwaves are expected. |
| 1.3 | Information when heatwaves are no longer imminent | Advise Council staff when the heatwaves are no longer imminent. | Email staff when the heatwave is no longer imminent and advise that the process has been ceased. | All times heatwaves are downgraded. |
| 1.4 | Council website | Include information about heatwaves on the Colac Otway Shire website. | Include information regarding heatwaves on Council website and links to the Department of Human Services and fact sheets. | That information regarding heatwaves is available on the Colac Otway Shire website. |

2.0 Integration with Emergency Management Plan

Preamble: This Heatwave Plan has been developed with the core principle that planning for heatwaves should be considered as part of emergency management.

| Integration with Emergency Management Plan | | | | |
|--|--|--|--|--|
| Strategy: To integrate heatwave planning into the Emergency Management Plan and responses. | | | | |
| Number | Item | Details | Action | Measure |
| 2.1 | Integration with the Emergency Management Plan | Ensure the heatwave planning is integrated into Council's Emergency Management Plan. | Revise the Emergency Management Plan to include planning and responding to heatwaves. | That the Emergency Management Plan is revised to include Heatwave procedures. |
| 2.2 | Emergency Relief and Recovery Centres | Ensure that Relief and Recovery Centres in are planned to be heatwave conditions. | Review the Recovery and Relief Centre Plan. Include the following resources at Emergency Relief and Recovery Centres in heatwave conditions: <ul style="list-style-type: none"> • Adequate potable water • Wet towels • Fans for cooling in temperatures less than 35C • First aid trained volunteers or staff | That Emergency Relief and Recovery Centres are planned to consider heatwave conditions |
| 2.3 | Municipal Public Health Plan | Integrating the Heatwave Plan into the Municipal Public Health Plan. | Ensure that the Heatwave Plan is integrated into the Municipal Public Health Plan. | That the Heatwave Plan is integrated into the Municipal Public Health Plan. |

3.0 Home and Community Care (HACC)

Preamble: Home and Community Care (HACC) clients are vulnerable to the effects of heatwaves. Council therefore requires specific structures to support those clients and the workers who look after them.

| Home and Community Care (HACC) | | | | |
|---|---|--|---|--|
| Strategy: To increase monitoring of vulnerable clients in heatwave conditions and to decrease the risks of heat stress of Community Care Workers. | | | | |
| Number | Item | Details | Action | Measure |
| 3.1 | Monitoring vulnerable HACC clients. | To increase monitoring of vulnerable HACC clients when heatwave conditions are being experienced. | Increase the number of contacts with vulnerable clients in heatwave conditions. Specifically target those who are most likely to suffer from heat stress due to their health status or conditions within their home. | The number of contacts with vulnerable HACC clients in heatwave conditions. |
| 3.2 | Assessment and review | Include heatwave as part of assessments and reviews of HACC clients. | To include vulnerability to heatwave as part of assessment and reviews of HACC clients. | That heatwave vulnerability is included in assessments and review of HACC clients. |
| 3.3 | Eco Wise assessments | Undertake Eco Wise assessment and refer where appropriate. | Refer clients houses to Eco Wise that would benefit from insulation improvements. | The number of clients referred and houses improved. |
| 3.4 | Looking after Community Care Workers | In heatwave conditions decrease the risks of heat stress for Home and Community Care Staff. | In heatwave conditions introduce the following actions: <ul style="list-style-type: none"> • Shorter shifts for the Community Care Workers visiting clients • Postpone general home care duties • Promote for staff to look after themselves in heatwave conditions. | That Community Care Workers do not suffer from heat stress. |
| 3.5 | Extreme Weather Conditions Policy | Colac Otway Shire has a policy for Extreme Weather Conditions for Aged and Disability Services. | Implement the Extreme Weather Conditions Policy. | The number of times that the Extreme Weather Conditions Policy is implemented. |
| 3.6 | Training of Community Care Workers | Provision of training for Community Care Workers. | Provide training for Community Care Workers on what to look out for during home visits during heatwave conditions such as dehydration and heat stress. | That all relevant Community Care staff are trained prior to the 2010 summer. |
| 3.7 | Integration with policies, strategies and procedures of other agencies. | There are a number of other agencies that will be developing heatwave policies, strategies and procedures. | To link with the policies, strategies and procedures from other relevant agencies in the sector. | That the Heatwave Plan links with relevant agencies processes. |

4.0 Children's Services

Preamble: One of the vulnerable groups identified in the Heatwave Plan is nursing mothers, children and new born babies. Council provides a number of services to this group through Family Day Care and Maternal and Child Health Services.

| Children's Services | | | | |
|---|--|---|--|--|
| Strategy: To provide education through the Maternal and Child Health Service and to meet National Family Day Care Scheme policies and procedures. | | | | |
| Number | Item | Details | Action | Measure |
| 4.1 | Maternal and Child Health Service | To provide information to families on heatwaves and how to avoid heat stress for new born babies, nursing mothers and young children. | To provide information to families that has been developed by the Department of Health on heatwaves. | That all families who attend the Maternal and Child Health Service are provided with information on heatwaves. |
| 4.2 | Family Day Care | To meet Family Day Care National Policies in relation the heatwaves. | For the Family Day Care Service to undertake the following actions: <ul style="list-style-type: none"> • Assess that Family Day Care properties have appropriate cooling. • To adhere to the Family Day Care water policy of having potable water readily available. • Check that all Family Day properties have appropriate insulation. • Refer any properties that do not have appropriate insulation to Eco Wise. | That all Family Day Care providers meet National Accreditation Policies. |
| 4.3 | Department of Education Early Childhood Development(DEECD) | The Department of Education Early Childhood Development has developed policies in relation to heatwaves and children's services. | Ensure that strong communication occurs between the DEECD and Council in relation to heatwave policies, strategies and procedures. | That Council has strong communication links with DEECD. |

5.0 Council staff

Preamble: Council workers may be vulnerable to heat stress in heatwave conditions.

| Council staff | | | | |
|---|--------------------------------|---|--|---|
| Strategy: To ensure Council policies and practices minimise the risk of staff suffering from the effects of heat stress in heatwave conditions. | | | | |
| Number | Item | Details | Action | Measure |
| 5.1 | Occupational Health and Safety | Heatwave policies | Develop a heatwave policy for Council staff to minimise the risk of staff suffering from the effects of heat stress in heatwave conditions | That a heatwave policy is developed for staff. |
| 5.2 | Communication to staff | Communicate to staff when heatwave conditions are expected. | That managers and staff are informed when heatwave conditions are expected. | That communication to staff occurs when heatwave conditions are expected. |

6.0 Sport and Recreation

Preamble: Vigorous exercise places some people at risk of heat illness, especially in hot weather. There is therefore a need to educate the community and administrators of sport and recreation competitions about the risks of vigorous activity in heatwave conditions.

| Sport and Recreation | | | | |
|--|--|--|---|---|
| Strategy: To promote the Sports Medicine Australia Guidelines to sports clubs and provide potable water through drinking fountains at reserves. | | | | |
| Number | Item | Details | Action | Measure |
| 6.1 | Promotion of Sports Medicine Australia Guidelines to sports clubs. | Vigorous exercise places some people at risk of heat illness, especially in hot weather. Sport Medicine Australia has established guidelines for clubs and administrators. | Distribute the Sports Medicine Australia Guidelines on the risks of heat illness to sport and recreation clubs within the Colac Otway Shire. | That all clubs and associations receive a copy of the Sports Medicine Australia Guidelines. |
| 6.2 | Access to potable water at sporting clubs. | Ensure that there is access to potable water at sporting clubs. | Ensure that there is access to potable water at sporting clubs. | That all sporting clubs have adequate access to potable water, inside and outside sporting pavilions. |
| 6.3 | Information for individuals | Develop information for individuals in relation to heat stress. | Develop information material that educates individuals on the risks of participating in sport in heatwaves. This should be based on Department of Human Services Templates and Sports Australia Guidelines. | That an information sheet is developed for individuals. |

7.0 Events

Preamble: It is essential that event organisers have adequate policies and procedures in place if they are planning events at times of the year when a heatwave may potentially occur.

| Events | | | | |
|--|---|--|--|---|
| Strategy: Ensure that event organisers planning processes considers heatwave conditions and comply with Regional Municipal Event Management Planning Committee policies and guidelines. | | | | |
| Number | Item | Details | Action | Measure |
| 7.1 | Events heat stress policies and procedures. | As a number of events are held in the hotter months the community and visitors could be at risk in heatwave conditions. There is a need for event organisers to have policies and procedures in place to maintain the health and wellbeing of participants if heatwave conditions are experienced. | Ensure that event organisers have heatwave policies and procedures. This could include: <ul style="list-style-type: none"> • Cancellation of events due to high temperatures. • Postponing events until when the temperature has decreased. • Holding events either early or later in the day when the temperature is lower. • Providing free potable water for participants. • Providing cold water showers at events. • Providing shade for participants. • Event organisers to comply with Regional Municipal Event Management Planning Committee policies and guidelines. | That all event organisers comply with heat stress policies and procedures developed by the Regional Municipal Event Management Planning Committee policies and guidelines . |

8.0 Partnerships with agencies

Preamble: Through strengthening partnerships there is an opportunity to provide a strong network of support services to vulnerable people within the Colac Otway Shire.

| Partnerships with agencies | | | | |
|---|--------------------------|---|--|--|
| Strategy: To develop a range of partnerships with agencies that provide support services to vulnerable communities within Colac. | | | | |
| Number | Item | Details | Action | Measure |
| 8.1 | Investigate partnerships | To investigate potential partnerships with service providers. | For the Colac Otway Shire to work in partnership with agencies in delivering support to vulnerable communities in heatwave conditions. The following agencies are potential partners: <ul style="list-style-type: none"> • Otway Health and Community Services • Colac Area Health • Victoria Police • Churches • CFA • Community clubs and organisations • Service clubs | The range of services and networks that are developed. |
| 8.2 | Communication | Communicate potential heatwave conditions to agencies. | Circulate warnings from the Department of Human Services on heatwaves. | That any Department of Human Services warnings are circulated to partner agencies. |
| 8.3 | Develop resources | To develop resources in partnership with agencies. | To work in partnership with agencies to develop resources for communicating heatwave information to the community. | The number of resources developed. |

9.0 Evaluation and update the Heatwave Plan

Preamble: There is a need to evaluate and update the Heatwave Plan on an ongoing basis to ensure that the information is up to date and the communication tools remain relevant to the community.

| Evaluation and update the Heatwave Plan | | | | |
|--|--|---|---|---|
| Strategy: To evaluate and updating the Heatwave Plan on an ongoing basis. | | | | |
| Number | Item | Details | Action | Measure |
| 8.1 | Evaluating and updating the Heatwave Plan. | To regularly update the heatwave plan. | To evaluate and update the Heatwave Plan when new changes are required or when new information is available. | That the Heatwave Plan is evaluated and updated on an annual basis. |
| 8.2 | Incorporate new communication tools | As new communication tools are developed that the Heatwave Plan is updated. | To incorporate new communication tools when become available from the Department of Human Services including: <ul style="list-style-type: none"> • Marketing material • New alert systems • New communication messages from partner agencies | That new communication tools are incorporated into the Heatwave Plan. |

Appendix 1

Power Failure Advice

Before a Heatwave:

- Locate your electricity distributor's Faults Response telephone contact details and your 11 digit National Meter Identifier number (both numbers can be found on the power bill you receive from your retailer), and record these numbers in a safe place, such as on the fridge - they'll help your electricity distributor to identify you quickly and provide accurate and rapid information when you call
- Make sure you have a battery-powered radio on hand, which you can tune in to the frequency for your local radio station - this service will provide updates during widespread emergencies
- Ensure your mobile telephone remains charged so you can ring your electricity distributor or another authority if you need to – remember, mains operated telephones will not work during a power outage
- Keep a torch and spare batteries handy
- **If your garage door is electric, ensure you know how to open it manually**
- **Keep any other emergency contact numbers you may need on hand**
- If you are working with a computer, make sure you save files regularly to prevent losing any work before a power outage occurs
- Consider purchasing power surge protection equipment from an electronics retailer, or through a licensed electrician, to protect sensitive appliances such as plasma TVs and computers. You must take reasonable steps to protect your home or business from high voltage power surges, such as ensuring you are covered for them under your insurance policy. Remember there are some limitations to the compensation you will be eligible for from your electricity distributor.

During a Power Outage:

- Check if other houses or businesses in your street have lost power. If it is only your property which is affected, check your fuses if you can, or see if you can identify the cause. This information will help your electricity distributor give you the right advice if you ring them
- Switch off all appliances, but leave a light on to know when power is restored
- Unplug sensitive equipment such as computers and plasma TVs
- Don't phone 000 unless it's a genuine emergency. Your electricity distributor has a dedicated contact number for service difficulties and faults, which operates 24 hours a day, seven days a week, and should also be used to report fallen power lines
- Avoid opening the fridge or freezer, so your food stays as fresh as possible
- If driving and the traffic lights go out, slow down and give way to the right
- Above all, please be patient and spare a thought for power company crews, who are working safely and rapidly, often under harsh conditions, to restore your service.

After a Heatwave Outage

- Listen to a portable radio for official advice and power restoration information
- Check on your neighbours, particularly the elderly, if you think there may be any reason for concern
- Don't connect a portable generator to the electrical wiring of your house or office unless an isolating switch has been permanently installed by a licensed electrician

- Households still without power after electricity supplies have been restored to their neighbourhood should seek the help of a licensed electrician or their electricity distributor.

*Please note that these hints were adapted from Powercor information concerning storm events.

References

Department of Human Services Heatwave Planning Guide—Development of heatwave plans in Local Council's in Victoria 2009 Nicholls,N. Skinner,C. Loughnan,M. Tapper,N. 2008. Int J Biometeorol

Addendum to the Heatwave Planning Guide: January 2010

Websites

Australian Bureau of Meteorology

<http://www.bom.gov.au/weather/vic/maps/vic-forecastmap-7day.shtml#>

Australian Bureau of Statistics

<http://www.abs.gov.au>

Community Indicators Victoria

http://www.communityindicators.net.au/welcome_to_community_indicators_victoria_civ

Commonwealth Scientific and Industrial Research Organisation

<http://www.csiro.au>

Municipal Association of Victoria

<http://www.mav.asn.au>

Sports Medicine Australia Guidelines

<http://www.sma.org.au/information/heat.asp>

Victorian Council of Social Service

<http://www.vcross.org.au>

CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM | D | W |
|--|---|---|
| <u>INFRASTRUCTURE AND SERVICES</u> | | |
| <p><u>OM102403-7 CONTRACT</u>
 <u>APPROVAL/ENDORSEMENT -</u>
 <u>CONTRACT 0914 - EASTERN RESERVE</u>
 <u>NETBALL FACILITY REDEVELOPMENT</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. Endorses the awarding by delegation of the Chief Executive Officer for Contract 0914 for Eastern Reserve Netball Facility Redevelopment to Lake & Land Pty Ltd at their revised tender price of \$269,338.30 (including GST); and</i> <i>2. Delegates to the Chief Executive Officer authority to sign and place under Council seal contract documents following award of Contract 0914.</i> | | |

Recommendation

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

MOVED

SECONDED

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**OM102403-7 CONTRACT APPROVAL/ENDORSEMENT - CONTRACT
0914 - EASTERN RESERVE NETBALL FACILITY
REDEVELOPMENT**

| | | | |
|-------------|---------------------------|-----------|------------|
| AUTHOR: | Roger Fox | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | CON 0914 |

Purpose

Tenders have been received for Contract 0914 - Eastern Reserve Netball Facility Redevelopment with the contract awarded by delegation of the Chief Executive Officer. Council endorsement of the award of the contract is required.

Declaration of Interests

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

Background

The Eastern Reserve Netball Facility was substandard and the Council had included an upgrade in the 2009/10 Council Capital Works Program.

Council Plan / Other Strategies / Policy

The Council Plan and Policy which relates to this report is as follows:

- LEADERSHIP AND GOVERNANCE

Objective:

Council will fulfil 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.

Strategies:

Provide responsible financial management.

The submitted tenders were evaluated in accordance with Council's *Tendering and Contracts Policy*.

Evaluation Panel

An Evaluation Panel was appointed to evaluate tenders based on the selection criteria in the tender documents. The members of the evaluation panel were as follows;

- Peter Dohnt (Capital Works Coordinator);
- Jodie Fincham (Recreation & Events Coordinator);
- Colin Hayman (General Manager Corporate & Community Services); and
- Roger Fox (Contracts Coordinator).

Tenders Received

The tender for the redevelopment of netball facilities at Eastern Reserve, Colac, was advertised in the Colac Herald on Friday 22 January, Geelong Advertiser, Warrnambool

Standard and Ballarat Courier on Saturday 23 January 2010. It was also listed on Colac Otway Shire Council website. Tenders closed on 17 February 2010.

The following single tender was received:

| Tenderer | Tendered Price \$
Excluding GST | Tendered Price \$
Including GST |
|---------------------|--|--|
| Lake & Land Pty Ltd | 343,000.00 | 377,300.00 |

As there was only one tender submitted for this project it was necessary to ensure that the tender complied with the specified works and that the submitted price was fair and reasonable with no errors or discrepancies.

The Tender Evaluation Panel assessed the submission by **Lake & Land Pty Ltd** as being acceptable with the price submitted being fair and reasonable and determined that there was no need to readvertise.

Selection Criteria

The tender was evaluated in accordance with the following key evaluation criteria:

| Evaluation Criteria | Weight
% |
|---|---------------------|
| Tendered Price | 50% |
| Capacity / Resources | 20% |
| Experience / Track Record and Performance | 30% |

Issues / Options

The tender was priced above the available funding which necessitated a review of the scope of works in order to proceed with the project.

Lake & Land was requested to submit a revised tender price based on the deletion of the items listed as follows:

- Removal of the fixed quantity of crushed rock in the Contract (Additional payment to be made based on actual quantity of crushed rock used);
- Deletion of the shelters (although footings for shelters is to remain in the contract – Council will provide a number of shelters with the remaining funding);
- Installation of seats (Netball Associations will do works as in-kind);
- Installation of netball posts and rings (Netball Associations will do works as in-kind).

The following revised tender price was received for the Eastern Reserve Netball Facilities Redevelopment with the deleted items of works removed:

| Tenderer | Tendered Price \$
Excluding GST | Tendered Price \$
Including GST |
|---------------------|--|--|
| Lake & Land Pty Ltd | 244,853.00 | 269,338.30 |

If successful, Lake & Land had committed to commence works immediately which would enable the netball courts to be used for competition by the deadline of 30 April 2010. Lake & Land has successfully completed a number of civil construction projects for Council over the past few years.

This is a project scheduled to be completed in 2009/2010 and contained within Council's Works Program.

Options are to :

1. Endorse the award of Contract 0914 by delegation of CEO; or
2. Not endorse award of the contract.

Lake & Land being the only tenderer has submitted a reasonable priced tender and Colac & district netball associations expectations are for the project to proceed, having arranged funding and "in-kind" contributions. The award of the contract is considered necessary to proceed. Lake & Land has received notice of acceptance of their tender.

Proposal

The existing facility is inadequate and it is proposed to redevelop the netball facilities at Eastern Reserve, Colac including lighting, seating, asphalt, shelters and ancillary works for six courts and a warm up court.

Financial and Other Resource Implications

It is a project funded by the Department of Planning and Community Development, Colac & District Netball Association, Colac Summer Netball Association and Colac Otway Shire Council.

Funding allocations for the project are listed as follows:-

| | |
|--|-----------------|
| Department of Planning and Community Development | \$ 60,000 |
| Colac Otway Shire | \$ 60,000 |
| Colac & District Netball Association | up to \$115,000 |
| Colac Summer Netball Association | up to \$115,000 |
| Total | \$350,000 |

Approximately \$60,000 has been spent by Council on purchase of lights and poles, seats, netball posts and rings and design documentation leaving \$290,000 (excluding GST) available to be spent on the remainder of the project including contracted works.

The tender (revised) of Lake & Land Pty Ltd for \$244,853 (excluding GST) is below the available budget with approximately \$45,000 remaining for any contingencies and the potential purchase and installation of shelters. It is expected the shelters will be sourced locally. Colac netball associations will provide "in kind" contributions to install the seats and netball posts and rings.

Award of Contract by CEO delegation

The tendered price of \$269,338.30 (including GST) is over the Chief Executive Officer's delegation limit of \$250,000, but it is important that the project was commenced immediately without delay. Tight timeframes for a 30 April 2010 completion date for the netball courts and due to there being only one tender to consider has necessitated a recommendation to approve and then endorse contract approval by Council at this meeting.

It is proposed to endorse the award of the revised tender of Lake & Land by the Chief Executive Officer.

Risk Management & Compliance Issues

The Contractor is required to provide adequate documentation for traffic management, environmental and site management and occupational health and safety.

Results of previous works undertaken by Lake & Land shows that Council can be confident that its exposure to OH&S issues and contract non-compliance will be minimised.

Environmental and Climate Change Considerations

Although an environmental plan is required by the contractor, environmental considerations are not expected to be of major concern.

Communication Strategy / Consultation

Council Officers have involved the Colac & District Netball Association and Colac Summer Netball Association in the development of this project.

Implementation

The contract was awarded on 5 March 2010 to enable works to commence in early March 2010 so that the work can be completed prior to winter. It is expected that construction works will be undertaken over approximately two months with netball court facilities available by 30 April 2010.

Conclusion

A recommendation is made to endorse the Chief Executive Officer awarding of Contract 0914 – Eastern Reserve Netball Facility Redevelopment to Lake & Land Pty Ltd.

Attachments

Nil

Recommendation(s)

That Council:

- 1. Endorses the awarding by delegation of the Chief Executive Officer for Contract 0914 for Eastern Reserve Netball Facility Redevelopment to Lake & Land Pty Ltd at their revised tender price of \$269,338.30 (including GST); and***
- 2. Delegates to the Chief Executive Officer authority to sign and place under Council seal contract documents following award of Contract 0914.***

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

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | D | W |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>SUSTAINABLE PLANNING AND DEVELOPMENT</u></b></p> <p><b><u>OM102403-8      REVIEW INTO URBAN GROWTH<br/>POTENTIAL IN APOLLO BAY</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Notes the objectives of the review into Urban Growth Potential in Apollo Bay and nominates Councillor (insert name of Councillor) to participate on the project steering committee.</i></b></li> <li><b><i>2. Recommends the allocation of \$20,000 to the 2010/2011 budget process for the review into Urban Growth Potential in Apollo Bay.</i></b></li> </ol>                                                                                                                                                         |   |   |
| <p><b><u>OM102403-9      PROPOSED NATIONAL HERITAGE<br/>LISTING OF THE GREAT OCEAN ROAD</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Write to the Australian Heritage Council expressing support for the inclusion of the Great Ocean Road and Scenic Environs on the National Heritage List.</i></b></li> <li><b><i>2. Express in its letter of support the need to avoid referral of actions under the Environment Protection and Biodiversity Conservation Act related to day to day management of the road and adjoining land, and for actions which are largely covered by existing planning controls, and that this should be reflected in the detail of any final listing proposal.</i></b></li> </ol> |   |   |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....



**OM102403-8                      REVIEW INTO URBAN GROWTH POTENTIAL IN APOLLO BAY**

|             |                                    |           |                                         |
|-------------|------------------------------------|-----------|-----------------------------------------|
| AUTHOR:     | Don Lewis                          | ENDORSED: | Jack Green                              |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | GEN00451 Apollo Bay Urban Growth Review |

**Purpose**

To advise Council of the recent State Government grant for Council to commence a review into urban growth potential in Apollo Bay and to request that Council nominates a Councillor to participate on the project steering committee.

**Declaration of Interests**

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

**Background**

In 2007 the Apollo Bay Structure Plan was adopted by Council, providing direction to future use and development in the town. It recognised that Apollo Bay had been designated for “medium” level growth in the Great Ocean Road Region Strategy and State Government Coastal Spaces Report (later being confirmed in the 2008 Victorian Coastal Strategy), being the only town outside of Torquay and Warrnambool on the south west coast having some potential to grow beyond its current settlement boundary. It further recognised that whilst there was some potential for infill development of existing urban areas, there is a need to ensure the protection of the town’s seaside village character.

The Structure Plan identified a number of potential growth areas in Apollo Bay based around three separate growth scenarios. A key variable in each of these scenarios was the need for an upgrade to the town water supply prior to any further township expansion.

One of the two areas designated for expansion was land known as Mariner’s Vue at the northern entry to the town, and this land was rezoned to Residential 1 Zone consistent with the Structure Plan in June 2009. The second potential and more significant growth area included the Great Ocean Green golf course/residential development proposed by Planning Scheme Amendment C29 adjacent to the Barham River (should it be approved). The Great Ocean Green development was proposing over 500 dwellings and tourist accommodation. A much smaller area to the west of Apollo Bay below the 40m contour was identified in the Structure Plan as being an alternative location for future development if Great Ocean Green did not proceed, subject to further investigation.

The Planning Minister’s decision in June 2009 to refuse Amendment C29 has significant implications for the potential of Apollo Bay to expand and accommodate population growth and has led to the need to reconsider the validity and strategic justification of future residential growth in the town.

In addition to this, in approving Amendment C55 in June 2009 which implemented the policy directions of the Structure Plan, the Planning Minister identified two additional potential residential development sites adjacent to the Barham River which have not been subject to detailed strategic assessment – these are adjacent to the Heathfield Estate on “K Farm”, and

a narrow band of land abutting Seymour Crescent to the north of the River. It is considered necessary to undertake a formal strategic assessment of these sites to better understand their suitability, or otherwise, for development.

Council officers met with State Government representatives after the Minister's decision on Amendments C29 and C55 to better understand the basis for the decisions referred to above, resulting in commitments by Government to assist Council in reviewing its strategic planning for Apollo Bay. These discussions led to a grant application for \$40,000 being made by Council under the 'Creating Better Places' program, which was successful, and announced publicly in December 2009. In giving its support for this grant, the Government representatives were given a commitment that the project would also include an Urban Design Framework which gives some focus to urban design issues in the town.

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

The policy context for Apollo Bay is described in detail in the Background section of the report.

The 2009-2013 Council Plan identifies the following priorities for land use and development which are considered relevant to the review of urban growth in Apollo Bay:

*"Ensure a partnership approach to land use planning that reflects the needs, values and aspirations of the community."*

The review will be seeking feedback from the community during the course of the project. Any recommendations from the final report requiring a future planning scheme amendment will also be subject to further consultation. The consultation process will gauge whether community views have changed since the last round of consultation for the 2007 Apollo Bay Structure Plan and panel hearings concerning C29 and C17.

The Council Plan has further objectives to:

*"Ensure all Council land use plans and strategies are current and responsive."*

and

*"Ensure that responsible planning mechanisms are used to control development in areas potentially affected by climate change".*

As noted above, recent decisions by the Planning Minister for Apollo Bay warrant a further review of growth opportunities for the town, and the State Government grant provides Council an opportunity to undertake the project. The review will provide clearer direction for land owners at the periphery of Apollo Bay concerning potential for residential development. Parts of the existing urban area of Apollo Bay are low lying and potentially vulnerable to rises in sea level associated with climate change. The review will utilise current modelling specific to Apollo Bay arising from the State Government's Future Coasts project.

### **Issues / Options**

Whilst further and more refined scoping of the project is required, the following tasks are proposed for the review of urban growth potential in Apollo Bay:

- Establish a project steering group.
- Desktop review of all relevant strategic studies including but not limited to the 2007 Apollo Bay Structure Plan, Amendment C55 panel report, Great Ocean Road Region Landscape Assessment Study (GORLAS), Coastal Spaces Report and the Victorian Coastal Strategy.

- Review of any recently available information such as mapping of Coastal Acid Sulfate Soils, revised flood mapping proposed to be introduced through Amendment C12, salinity mapping and the outcome of the Future Coasts Project regarding predicting sea level rise as it may affect Apollo Bay and Marengo.
- Identify and assess key issues associated with residential growth into potential development sites identified by the Minister and the investigation area on the western boundary of the existing township. It is considered that an assessment would need to address issues such as sea level rise, coastal acid sulphate soils, flooding, landscape significance, buffers to existing industrial development, opportunities for future expansion of the industrial area, pedestrian linkages, open space and recreation.
- Identify the preferred future residential growth areas (if any) based on an in depth analysis of the key issues, constraints and limitations relevant to each site.
- Prepare an urban design framework for the town.
- Provide an overarching policy including specific development principles which can be used to guide the future development of preferred residential growth areas.

Council could choose not to proceed with the project, however this is not recommended as it is considered important that some certainty be established concerning future growth of Apollo Bay given recent planning decisions by the Minister. The State Government grant offers an opportunity to undertake the work at a significantly reduced cost to Council.

### **Proposal**

It is proposed that a Councillor be nominated as a representative on the project steering committee.

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

The review into Urban Growth Potential in Apollo Bay has an estimated cost of \$60,000 which will be funded by a \$40,000 grant from the Department of Planning and Community Development (DPCD) under the Creating Better Places program, which is contingent on a \$20,000 contribution to the project from Council. A budget request for the project has been prepared for the upcoming 2010/2011 budget process. Should Council not contribute to the project, Council is bound to return the grant.

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

If council does not allocate funds for this project, the project will not proceed.

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

The review will analyse and respond to relevant environmental issues, and the project will utilise the latest available data from the Future Coasts project.

### **Communication Strategy / Consultation**

Community consultation is planned to occur as part of the project. The nature of this consultation will be further refined during the detailed scoping of the project.

### **Implementation**

The nominated Councillor representative will be advised of the date, time and location of the steering committee meetings, and will be involved in further scoping the project.

A budget request for Council's contribution to the project will be considered in the 2010/11 budget process. A consultant will not be appointed to undertake the project until confirmation of a budget allocation to the project from Council.

**Conclusion**

The project is an important and timely opportunity to look at future options for development in Apollo Bay following the refusal of Amendment C29 and the approval of C17 and Council is asked to nominate a representative to participate on the steering committee.

**Attachments**

Nil

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

- 1. Notes the objectives of the review into Urban Growth Potential in Apollo Bay and nominates Councillor (insert name of Councillor) to participate on the project steering committee.***
- 2. Recommends the allocation of \$20,000 to the 2010/2011 budget process for the review into Urban Growth Potential in Apollo Bay.***

~~~~~\ ~~~~~

OM102403-9

**PROPOSED NATIONAL HERITAGE LISTING OF THE
GREAT OCEAN ROAD**

| | | | |
|-------------|---------------------------------------|-----------|--------------|
| AUTHOR: | Doug McNeill | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning
& Development | FILE REF: | Gen/Planning |

Purpose

The purpose of this report is to advise Council of an assessment being conducted by the Australian Heritage Council of a proposal to include the *Great Ocean Road and Scenic Environs* on the National Heritage List.

Declaration of Interests

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

Background

The Australian Heritage Council (AHC) has written to the Shire advising of a proposal to list the *Great Ocean Road and Scenic Environs* on the National Heritage List (NHL). The AHC is currently conducting a heritage assessment to provide advice to the Federal Minister for Environment, Heritage and the Arts on whether it meets any of the National Heritage criteria. Attached is a copy of the letter to Council.

The AHC has advised that a preliminary consideration of the *Great Ocean Road and Scenic Environs* has determined that it might have one or more National Heritage values relating to its historic value, its construction as a memorial road and scenic coastal drive and its geomorphologic values, and may also have aesthetic and social values, and association with a number of significant people.

The AHC has advised there are currently 88 places of outstanding value to the nation in the National Heritage List, including iconic land marks such as Bondi Beach, Uluru Kata Tjuta, the Great barrier Reef and the Port Arthur Historic site.

The *Great Ocean Road and Scenic Environs* was nominated for inclusion in the National Heritage List in 2005, and the AHC has since been undertaking an assessment of the nominated place, deciding in December 2009 that it may meet the threshold for inclusion on the National Heritage List. The AHC has now moved into the consultation phase of the assessment. Following consultation, the AHC makes a recommendation to the Minister for Environment, Heritage and the Arts, who then decides whether to include the place in the NHL. The Minister is presently due to make this decision by the end of 2010.

The AHC has notified the Shire of the proposal under the Environment Protection and Biodiversity Conservation (EPBC) Act as an occupier/owner of the land under consideration, and is seeking written comment on whether the place should be included in the NHL.

The area nominated extends from Torquay to Allansford, a distance of approximately 240km. Most of the area proposed to be listed takes in road reserve, parts of the Great Otway National Park, and other Crown land, with only limited private land being affected (where the land had been previously used for construction camps associated with

establishment of the Great Ocean Road for example). Attached is a copy of the map indicating the extent of the proposed listing.

The majority of statutory stakeholders are state and local government authorities however the AHC is also notifying all private land holders affected by the potential listing to provide an opportunity for feedback.

Council Plan / Other Strategies / Policy

The Council Plan does not specifically refer to potential National Heritage Listing of the Great Ocean Road, but does contain references in the Environment Section that Council will:

“Ensure the protection and enhancement of environmental values on Council owned and managed land”; and

“Facilitate the protection and enhancement of environmental values on private land”.

Issues / Options

National Heritage listing of the Great Ocean Road would give the road the highest heritage honour in Australia, recognising its significance from a social, economic and environmental perspective. This has potential to benefit the Colac Otway Shire through increased economic activity generated from tourism, and could result in increased prioritisation of Government funding for infrastructure, facilities and services over the long term.

Places included in the National Heritage List are considered matters of national environmental significance and are protected under the Environment Protection and Biodiversity Conservation (EPBC) Act 1999. Any action likely to have a ‘significant impact’ on the National Heritage values within the listed area would need to be referred to the Federal Minister for the Environment, Heritage and the Arts for a decision. Whilst this would add potential cost and delay to actions which are referred under this legislation, it is not anticipated that referral under the Act would be required for day to day activities currently carried out in the management of the Great Ocean Road and other affected areas by VicRoads or Council.

The AHC acknowledges that planning controls currently in Planning Schemes along the Great Ocean Road, such as the Significant Landscape Overlay, protect many heritage places and natural areas in the Great Ocean Road region, including those listed in the Victorian Heritage Register. The same approach is being considered for protection of National Heritage Values. It has been advised that it is unlikely that the inclusion of the *Great Ocean Road and Scenic Environs* on the National Heritage List would impose any additional controls or approval requirements on property owners (other than currently occurs) unless a proposal has, or will have, a significant impact on the listed National Heritage values. The AHC anticipates that existing planning schemes will manage the majority of impacts on National Heritage values.

Council has the option of:

1. Acknowledging the proposed National Heritage listing but making no comment;
2. Opposing the heritage listing; or
3. Supporting the proposal with written comments.

It is considered that the potential positive benefits for the Shire from an economic perspective outweigh the potential disbenefits of an added approval process which would apply to the relatively few actions which would trigger referral to the Federal Minister for approval under the EPBC Act, and that on this basis, Council should support the National Heritage Listing of the *Great Ocean Road and Scenic Environs*. In its written comments, the Council should emphasise the need to avoid referral of actions related to day to day

management of the road and adjoining land, and for actions which are largely covered by existing planning controls. This needs to be reflected in the detail of any final listing proposal.

Proposal

It is proposed that Council acknowledges the proposed heritage listing of the Great Ocean Road and sends a letter of support for this proposal.

Financial and Other Resource Implications

There are no financial implications arising from this report. The heritage listing may increase the cost and time frame of proposed actions in the affected area where they trigger referral to the Federal Environment, Heritage and Arts Minister, however Council is not responsible for managing the majority of the area to be listed (ie VicRoads manage the Great Ocean Road) and therefore these impacts will be minimal.

Risk Management & Compliance Issues

There are no risk management implications arising from this report.

Environmental and Climate Change Considerations

The proposed National Heritage Listing will have positive outcomes for the environment by providing commonwealth EPBC Act protection to land with significant environmental values within the listed area.

Communication Strategy / Consultation

The Australian Heritage Council is currently in the process of notifying all owners and occupiers of land that may be affected by the proposed listing, and is seeking comments. There has also been public advertisements in the local newspapers, and a fact sheet and other information is available on the web at www.environment.gov.au/ahc/index.

Implementation

Officers will send a letter of support for the proposal with comments as indicated earlier in the report.

Conclusion

The proposed National Heritage Listing of the *Great Ocean Road and Scenic Environs* is expected to have positive implications for the Colac Otway Shire, and it is recommended that Council supports this process. It is important however that Council emphasises the need to avoid referral of actions related to day to day management of the road and adjoining land, and for actions which are largely covered by existing planning controls. This needs to be reflected in the detail of any final listing proposal.

Attachments

1. Great Ocean Road Victoria - West of Cape Otway Heritage Map
2. Great Ocean Road - East of Cape Otway Heritage Map
3. Australian Heritage Council Notification Letter
4. Australian Heritage Council National Heritage List Assessment Fact Sheet
5. Proposed Boundary Map

Recommendation(s)

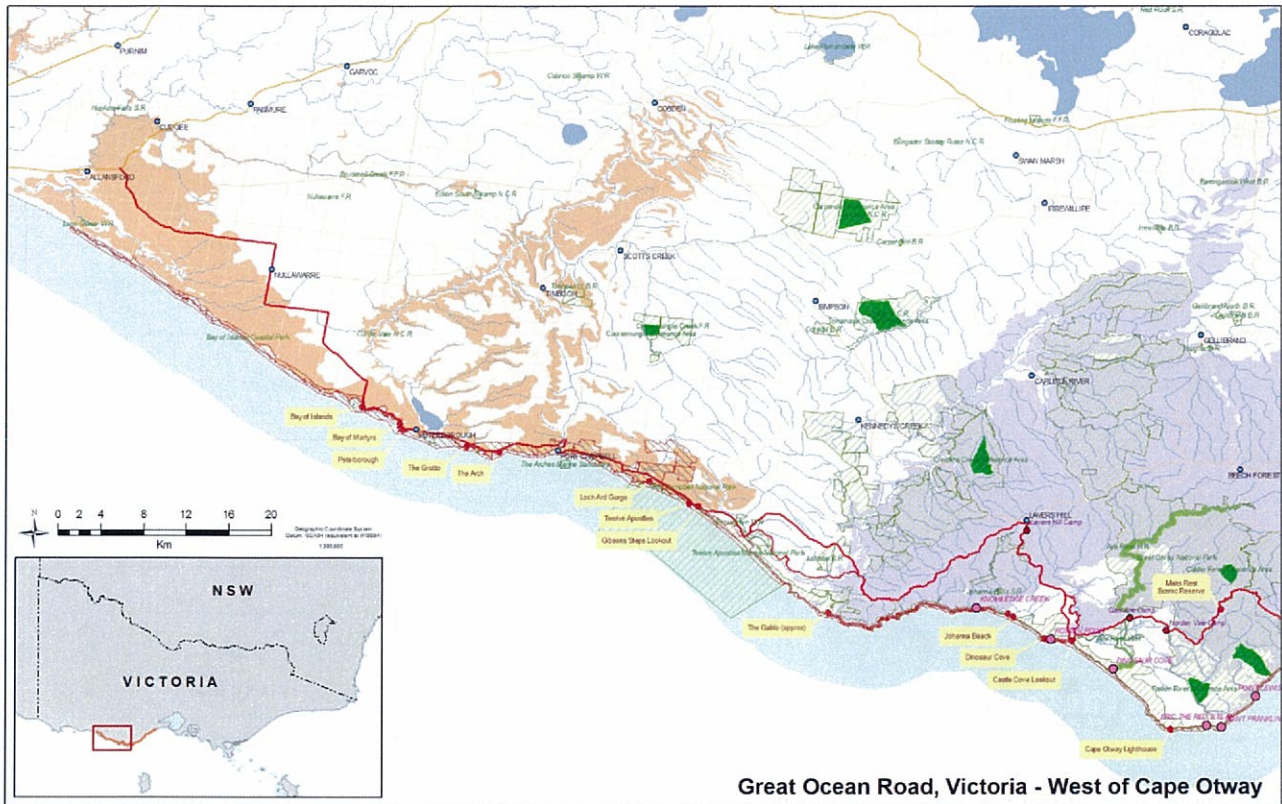
That Council:

1. ***Write to the Australian Heritage Council expressing support for the inclusion of the Great Ocean Road and Scenic Environs on the National Heritage List.***

2. ***Express in its letter of support the need to avoid referral of actions under the Environment Protection and Biodiversity Conservation Act related to day to day management of the road and adjoining land, and for actions which are largely covered by existing planning controls, and that this should be reflected in the detail of any final listing proposal.***

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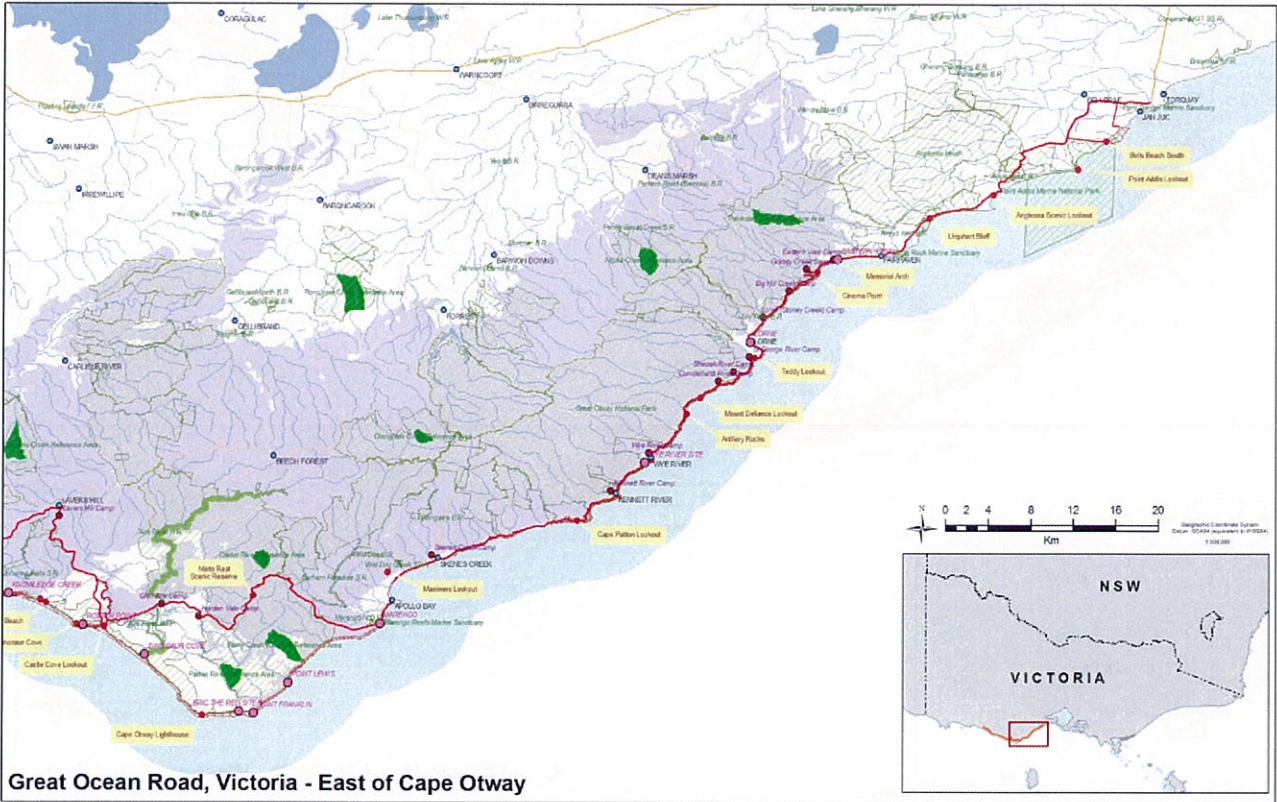




Great Ocean Road, Victoria - West of Cape Otway

- |                                                               |                |
|---------------------------------------------------------------|----------------|
| Proposed Boundary of the Great Ocean Road and Scenic Environs | Protected Area |
| Cretaceous Vertebrate Fossil Site                             | Heritage River |
| <b>Geological features:</b>                                   | Reference Area |
| Cretaceous formations                                         | Coastal Waters |
| Port Campbell Limestone                                       | Waterbodies    |
|                                                               | Drainage       |

Data used:  
Great Ocean Road - Road 17 (segment) and 17 (section) - 47 7000-8 7000 Australia Ltd by Bentley Pty Ltd  
Road 2000 - Copyright 2005 Bentley Systems, Incorporated  
Copyright 1991-2005 Esri. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Bentley Systems, Incorporated.  
Map produced by M. Water 2010 by  
Geographic Information Systems Unit, Victorian Government Department of Environment, Water and Planning  
Data is not intended for navigation purposes or for fire, flood, or insurance.





**Australian Government**  
**Australian Heritage Council**

Contact: Cassandra Philippou  
Phone: 02 6274 2372  
File No: 2/01/140/0020

Mr Jack Green  
General Manager, Sustainable Planning and Development  
Colac Otway Shire  
PO Box 283,  
COLAC VIC 3250

Dear Mr Green

I am writing to advise you about the heritage assessment of the *Great Ocean Road and Scenic Environs* for possible inclusion in the National Heritage List (NHL). Provisions for the NHL were created on 1 January 2004, through amendments to the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act). Information about the NHL is available at:

<http://www.environment.gov.au/heritage/about/national/index.html>

The Australian Heritage Council (the Council) is currently conducting an assessment to provide advice to the Minister for the Environment, Heritage and the Arts, on whether the *Great Ocean Road and Scenic Environs* meets any of the National Heritage criteria. Such an assessment involves a number of steps that are set out in the EPBC Act, including a public call for comments on whether the place meets any of the National Heritage criteria and should be included in the NHL, and a preliminary consideration by the Council which requires it to write to owners and occupiers.

The Council has conducted a preliminary consideration of the *Great Ocean Road and Scenic Environs* and has determined that it might have one or more National Heritage values. These relate to its historic value, its construction as a memorial road and scenic coastal drive and its geomorphological values. The Council has also found it may have aesthetic and social values and association with a number of significant people.

Colac Otway Shire has been identified as an occupier or manager of the place. On behalf of the Council and in accordance with section 324JG 3(c) and section 324JH 5(c) of the EPBC Act, I am now seeking your comment in writing on whether the place should be included in the NHL.

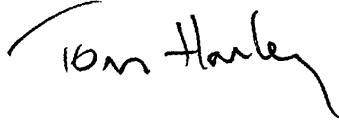
More information on the assessment can be found on the Council's website, available at:

<http://environment.gov.au/heritage/ahc/index.html>

GPO Box 787 Canberra ACT 2601 Telephone 02 6274 2111 Facsimile 02 6274 2095  
Internet: [www.ahc.gov.au](http://www.ahc.gov.au)

Officers from the Department of the Environment, Water, Heritage and the Arts will be in Colac in early March 2010 to meet with local government shires and relevant agencies to discuss the assessment. Please contact the nominated officer above on 02 6274 2372 if you wish to discuss the matter further. I would appreciate receiving your written comments by 6 April 2010.

Yours sincerely

A handwritten signature in black ink that reads "Tom Harley". The signature is written in a cursive style with a large, sweeping initial 'T'.

Tom Harley  
Chairman  
4 March 2010

enc.

1. Proposed boundary map
2. Assessment Fact Sheet

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GPO Box 787 Canberra ACT 2601 Telephone 02 6274 2111 Facsimile 02 6274 2095  
Internet: [www.ahc.gov.au](http://www.ahc.gov.au)



Australian Government

# Fact sheet

GREAT OCEAN ROAD

NATIONAL HERITAGE LIST ASSESSMENT

## Great Ocean Road and Scenic Environs – a potential National Heritage List place

The Great Ocean Road and Scenic Environs is currently being assessed by the Australian Heritage Council for inclusion in the National Heritage List.

Australia's most famous scenic tourist drive, the Great Ocean Road, is a national icon. The magnificent Twelve Apostles is one of the most recognised coastal landscapes in Australia and abroad. The Great Ocean Road was constructed by thousands of First World War returned servicemen as a repatriation works program from 1919 – 1932, and dedicated to their fellow soldiers. It became a gift to the people of Victoria and Australia to enable access to the spectacular coastline and it is now one of the most visited places in Australia. Its construction is an enduring and outstanding legacy.

There are many places along the road that are valued by scientific and community groups, such as the geomorphology of the Port Campbell Limestone Coast, the dinosaur fossils on the Otway Coast, and the world-famous surfing experience at Bells Beach.

The Great Ocean Road is renowned for magnificent and diverse coastal and hinterland scenery and is an important place of inspiration for Australians and international visitors.

### The National Heritage List

Inclusion in the National Heritage List is the highest heritage honour within Australia. The National Heritage List recognises and protects our most valued natural, Indigenous and historic heritage sites. It is truly representative of the nation's most outstanding places.

The comprehensive assessment and listing process is helping us build a living and accessible record of our evolving landscapes and the critical events that define us as a nation.

There are currently 88 places of outstanding value to the nation in the National Heritage List, including iconic landmarks such as Bondi Beach, Uluru Kata-Tjuta, the



Great Barrier Reef and Port Arthur Historic Site. (As at 2 February 2010).

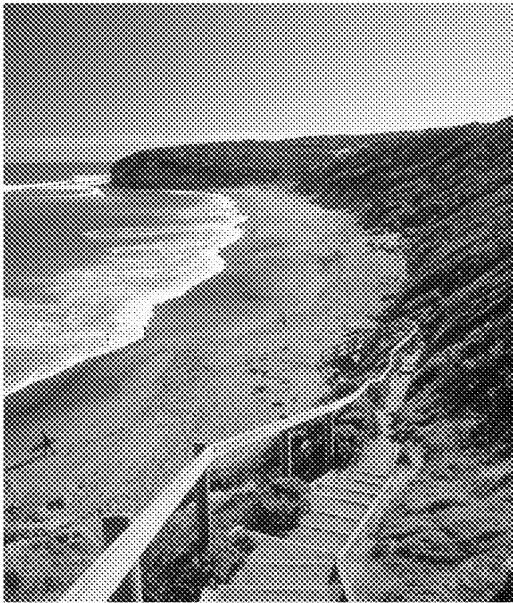


Why might the Great Ocean Road be included on the National Heritage List?

The Australian Heritage Council (the Council) has considered the nomination and agreed that the Great Ocean Road and Scenic Environs might reach the threshold for having National Heritage values. Values are assessed against nine National Heritage criteria. The values that the Council is investigating include its:

- historic value of the construction of the road as a First World War memorial, the planning regime developed to protect the scenery, the iconic status of the road and scenery, the geomorphology of the Port Campbell coast, and the importance of the fossil record from Dinosaur Cove;
- rarity for polar dinosaur fossils;
- research value with respect to dinosaur fossils and the archaeological remains of the construction workers' camps;
- ability to demonstrate the principal characteristics of a scenic journey and class of geomorphological processes;
- aesthetic significance;
- social significance for the surfing community (Bells Beach), for the road's value to Australians as an iconic tourism experience, and for the importance of the related war memorials to the local community; and
- association with significant people such as engineer WTB McCormack, Geelong businessman Howard Hitchcock and garden designer Edna Walling and the First World War returned servicemen.

For further information on the National Heritage List visit [www.heritage.gov.au](http://www.heritage.gov.au)



#### What would National Heritage Listing mean?

Places on the National Heritage List receive national attention and can benefit from increased domestic and international tourism.

National Heritage values of listed places are protected under Commonwealth legislation (the *Environment Protection and Biodiversity Conservation Act 1999*) which means actions that are likely to have a significant impact on those values need to be referred to the Commonwealth Minister for the Environment, Heritage and the Arts. Pre-existing work with no significant impact affecting the National Heritage values will not need this approval.

By protecting our heritage we retain it for future generations.

#### Will National Heritage Listing affect my property?

The local shires' planning schemes protect many heritage places and natural areas in the Great Ocean Road region, including those listed on the Victorian Heritage Register. The same approach is being considered for protection of National Heritage values.

The local shires have Significant Landscapes Overlays and other planning scheme overlays that protect the scenery and vegetation around the Great Ocean Road.

It is unlikely that the inclusion of the Great Ocean Road and Scenic Environs on the National Heritage List would impose any additional controls or approval requirements on property owners (other than currently occurs) unless a proposal has, will have, or is likely to have a significant impact on the listed National Heritage values. It is anticipated that the existing planning schemes will manage the majority of impacts on National Heritage values.

#### How can I be involved?

The assessment of the Great Ocean Road and Scenic Environs for National Heritage values in accordance with the *Environment Protection and Biodiversity Conservation Act 1999* requires consultation with owners, occupiers, land managers and Indigenous people. In coming months the Australian Government will consult these stakeholders and provide information to the local community through fact sheets and the internet.

#### What is the next step?

Following consultation and assessment, the Council will give its assessment report, based on heritage values, to the Minister for the Environment, Heritage and the Arts. The Minister will decide whether to include the place on the National Heritage List.

#### Where can I get more information on the National Heritage List?

Information about the National Heritage List, the assessment criteria and other places on the list can be found at [www.environment.gov.au/heritage](http://www.environment.gov.au/heritage).

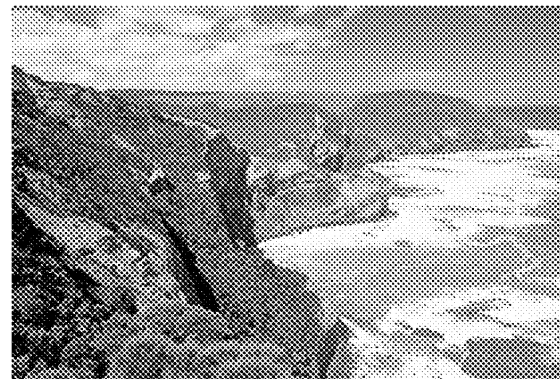
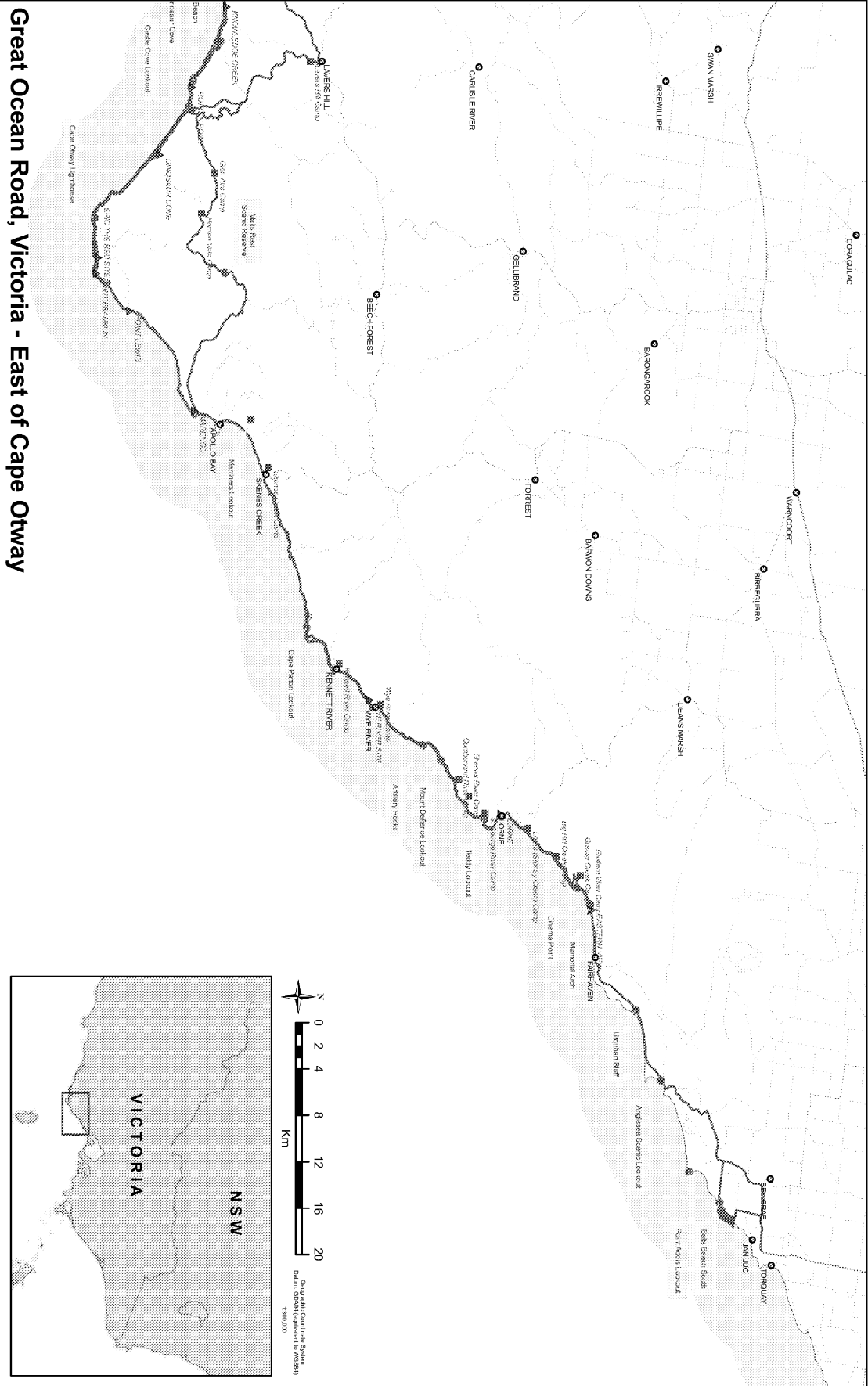


Photo credits:  
Rose Series Postcard of the Great Ocean Road c1930: State Library of Victoria (H32492/5796)  
Otway Ranges: DEWHA  
Twelve Apostles: R. Scott/DEWHA  
Bells Beach: DEWHA  
The Gable: DEWHA

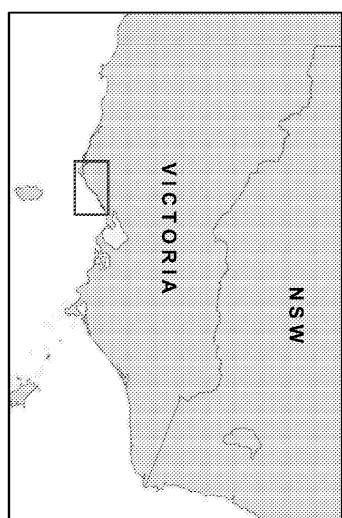
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For further information on the National Heritage List visit [www.heritage.gov.au](http://www.heritage.gov.au)



**Great Ocean Road, Victoria - East of Cape Otway**

- Great Ocean Road and Scenic Environments Proposed Boundary
- Great Ocean Road Significant Lookout points
- Great Ocean Road Construction Workers' Camps
- Cretaceous Vertebrate Fossil Site
- Dual Carriageway: Principal Road
- Secondary Road
- Mirror Road
- Locality



**Data used:** Road - State Topography and Transport and Concepts of SAHA, Australia Ltd by Navigata Pty Ltd  
 Great Ocean Road - State Topography and Transport and Concepts of SAHA, Australia Ltd by Navigata Pty Ltd  
 Coastal Waters and Territorial Seas - Australian Maritime Boundaries © Commonwealth of Australia, Geoscience Australia, 2008  
 Map produced on 11th March 2010 by  
 Environment Research and Information Branch,  
 Australian Government Department of the Environment, Water, Heritage and the Arts  
 www.environment.gov.au/heritage  
 Data is not intended for navigational purposes or for the scale assessment

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**CONSENT CALENDAR**

**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | D | W |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>GENERAL BUSINESS</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |
| <p><b><u>OM102403-10</u></b>      <b><u>ITEM FOR SIGNING &amp; SEALING - SECTION 173 AGREEMENT, 1-19 COSTIN STREET, APOLLO BAY</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 1-19 Costin Street, Apollo Bay, between Colac Otway Shire and Arthur Victor Nosedo covenanting Certificate of Title Volume 10791 Folio 243 subject to:</i></p> <ol style="list-style-type: none"> <li><i>1. The lots to be developed in accordance with the Permit that are within the Industrial 1 Zone are to be developed in accordance with the Design Guidelines required and endorsed as part of condition 5 in the planning permit;</i></li> <li><i>2. That all landscaping and associated landscaping works shown on the Landscape Master Plan endorsed with the Permit will be undertaken at full cost of the Owner prior to the issue of a Statement of Compliance and thereafter it shall be the Owners obligation to maintain such landscaping and works subject to the satisfaction of the responsible authority;</i></li> <li><i>3. The provision of landscaping in accordance with the Landscape Master Plan endorsed with the Permit does not exempt further landscaping on individual lots. Further landscaping of individual lots may still be required as a condition of any relevant Planning Permit and is always to be to the satisfaction of the responsible authority;</i></li> <li><i>4. That each lot created as a result of registration of the Plan of Subdivision authorised by the Permit carries the restriction that there shall be no use of land for the purposes of a waste transfer station or concrete batching plant within the area of eighty metres south of Montrose Avenue or within eighty metres of the western boundary of the subject land as part of Planning Permit PP327/2005-2.</i></li> </ol> |   |   |

|                                                                                                                                                                                                                                                                                                                                                 |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM102403-11      ITEM FOR SIGNING &amp; SEALING -<br/>CORANGAMITE REGIONAL LIBRARY<br/>CORPORATION AGREEMENT</u></b></p> <p>Department: General Business</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council sign and seal the Corangamite Regional Library Corporation Agreement for the period up to 30 June 2013.</i></p> |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

**Recommendation**

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

**MOVED**                    .....

**SECONDED**                .....

**OM102403-10      ITEM FOR SIGNING & SEALING - SECTION 173  
AGREEMENT, 1-19 COSTIN STREET, APOLLO BAY**

|             |               |           |                              |
|-------------|---------------|-----------|------------------------------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small                    |
| DEPARTMENT: | Executive     | FILE REF: | 1-19 COSTIN ST<br>APOLLO BAY |

The applicant agreed to enter into a Section 173 Agreement as per Condition 7 of Planning Permit PP327/2005-2 that allowed to subdivide land (in stages) into twenty six (26) lots (including the balance lot), creation of a new road and reserve and works associated with partial filling of the land.

Condition 7 reads:

*“Prior to the issue of a Statement of Compliance under the Subdivision Act 1988, the owner must enter into an agreement with the responsible authority made pursuant to Section 173 of the Planning and Environment Act 1987 and must make application to the Registrar of titles to have the agreement registered on each of the titles created under Section 181 of the Act. The agreement must make provision for the following:*

- a) *The lots within the Industrial 1 Zone be developed in accordance with the Design Guidelines required and endorsed as part of this permit (PP327/05) as referenced in condition number 5.*
- b) *That all landscaping and associated landscaping works shown on the endorsed Landscape Master Plan be undertaken at full cost of the owner/subdivider prior to the issue of Statement of Compliance and maintained thereafter to the satisfaction of the responsible authority.*
- c) *The provision of landscaping in accordance with the endorsed Landscape Masterplan does not exempt further landscaping on individual lots. Further landscaping of individual lots may still be required upon assessment of any relevant planning permit to the satisfaction of the responsible authority.*
- d) *A covenant or restriction to be placed on Plan of Subdivision/Titles that prevents the construction of a Transfer Station or a Concrete Batching Plant within 80 metres of the Montrose Avenue frontage or within 80 metres of the western boundary of the site. The covenant must be worded to the satisfaction of the responsible authority.*

*The applicant/owner of the land shall meet the costs of the preparation, execution and registration of the Section 173 agreement.”*

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

**Attachments**

1. Section 173 Agreement - Permit & Locality Plan

**Recommendation(s)**

***That Council sign and seal the Section 173 Agreement for 1-19 Costin Street, Apollo Bay, between Colac Otway Shire and Arthur Victor Noseda covenanting Certificate of Title Volume 10791 Folio 243 subject to:***

- 1. The lots to be developed in accordance with the Permit that are within the Industrial 1 Zone are to be developed in accordance with the Design Guidelines required and endorsed as part of condition 5 in the planning permit;***
- 2. That all landscaping and associated landscaping works shown on the Landscape Master Plan endorsed with the Permit will be undertaken at full cost of the Owner prior to the issue of a Statement of Compliance and thereafter it shall be the Owners obligation to maintain such landscaping and works subject to the satisfaction of the responsible authority;***
- 3. The provision of landscaping in accordance with the Landscape Master Plan endorsed with the Permit does not exempt further landscaping on individual lots. Further landscaping of individual lots may still be required as a condition of any relevant Planning Permit and is always to be to the satisfaction of the responsible authority;***
- 4. That each lot created as a result of registration of the Plan of Subdivision authorised by the Permit carries the restriction that there shall be no use of land for the purposes of a waste transfer station or concrete batching plant within the area of eighty metres south of Montrose Avenue or within eighty metres of the western boundary of the subject land as part of Planning Permit PP327/2005-2.***

~~~~~U~~~~~



TO:

Assessment No - 19301

Rod Bright & Associates Pty Ltd
26 Murray Street
COLAC VIC 3250

Permit No - PP327/2005-2

Planning Scheme - Colac Otway Scheme

Responsible Authority COLAC OTWAY SHIRE

ADDRESS OF THE LAND:

1-19 COSTIN STREET APOLLO BAY
LOT 2, PS: 509546 PARISH OF KRAMBRUK

THE PERMIT ALLOWS:

TO SUBDIVIDE LAND (IN STAGES) INTO TWENTY SIX (26) LOTS (INCLUDING THE BALANCE LOT), CREATION OF A NEW ROAD & RESERVE AND WORKS ASSOCIATED WITH PARTIAL FILLING OF THE LAND IN ACCORDANCE WITH THE ENDORSED PLANS

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

1. Before the plan of subdivision is certified under the *Subdivision Act 1988*, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and then form part of the permit. The plans must be drawn to scale with dimensions and three (3) copies must be provided. The plans must be generally in accordance with the *plans submitted with the application* but modified to show:
 - All bearings, distances, site levels, proposed street names, lot numbers, lot sizes (areas), reserves and easements. In this regard the Plan of Subdivision must clearly show all of the lots being created by this subdivision including numbering the balance allotment retained in the existing Environmental Rural Zone.
 - The part of the land contained within the Public Conservation and Resource Zone (PCRZ) must be shown as Reserve and not part of any particular lot.
 - The existing site levels, where site levels are proposed to alter in accordance with the conditions required by the Corangamite Catchment Management Authority the proposed levels must be shown.

Date Issued: 24.08.2006
Date Amended: 10.01.2008
Date Amended: 21.07.2008
Date Amended: 18.12.2008
Date Amended: 07.10.2009
Date Amended: 30.11.2009

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.

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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.

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CONDITIONS CONTINUED FOR PERMIT NO. PP327/05-2

- The space between Lots 15 and 16 should be designated as a Reserve to be vested in favour of the Colac Otway Shire Council as well as a drainage easement.
- A minimum 3.0 metres splay, over Lot 8, at the intersection of the new road and Montrose Avenue.
- All existing and proposed easements and sites for existing and required utility services and roads must be set aside in favour of the relevant authority for which the easement or site is to be created on the plan of subdivision submitted for certification under the *Subdivision Act 1988*.

To the satisfaction of the responsible authority.

2. Prior to the Certification of the Subdivision detailed drainage design and construction plans to the satisfaction of the responsible authority must be 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 be drawn to scale with dimensions and three copies must be provided. The plans must designed incorporate elements of:
 - a) "Urban Stormwater Best Practice Guidelines – 1999"
 - b) Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO) and
 - c) An appropriately designed biofiltration basin within the drainage reserve (Reserve 1). In this regard the environmental effect on Andersons Creek must be considered. All weather access to the biofiltration basin must be incorporated into the design.

The plan must include a description of what WSUD measure were selected and reasons why to the satisfaction of the responsible authority and the Corangamite CCMA Management Authority.

3. Prior to the Certification of the Subdivision detailed road/drainage (consistent with the requirements in condition 2) construction plans to the satisfaction of the responsible authority must be 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 be drawn to scale with dimensions and three copies must be provided. The plans must include provision for:
 - a) In relation to Montrose Avenue, appropriate widening and sealing of must be undertaken to industrial standards (including widths and depths) Montrose Avenue, no kerb and channel is required within Montrose Avenue however properly designed and constructed swale drains are to be included.
 - b) In relation to the new road, a fully sealed concrete pavement, designed and constructed to industrial standards including kerb and channel
 - c) deleted,
 - d) Underground drains,

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Date Amended: 07.10.2009
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Signature for the Responsible Authority:

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CONDITIONS CONTINUED FOR PERMIT NO. PP327/05-2

- e) street lighting within the new road and Montrose Avenue,
 - f) legal point of discharge for each lot.
 - g) removal of the road name reference Piggery Lane and replaced with Montrose Avenue.
- to the satisfaction of the responsible authority.
4. Prior to the commencement of works and Certification of the subdivision the applicant must submit an "Erosion Control Plan" to Council's Environment Department for approval. The "Erosion Control Plan" must be prepared in accordance with Council's 'Erosion Control Plan Information Sheet'. The plan shall describe the erosion and sediment control techniques that will be used when constructing the subdivision. The applicant/owner shall ensure that all contractors engaged in development of the land are aware of the requirements of the approved Erosion Management Plan and understand how to implement such requirements. When approved the Erosion Control Plan will form part of the plans endorsed to this permit to the satisfaction of the responsible authority.
5. Prior to the Statement of Compliance the Subdivision Design Guidelines for the future development of the lots must be prepared by a suitably qualified town planner, building designer, draftsman or architect. The guidelines must be clear, concise and based on performance standards. The following matters must be included/addressed in the guidelines:
- a). Boundary fencing:- In regard to the fencing which abuts the Public Conservation Resource Zone (PCRZ) an appropriate fencing design that will respond to the potential for flooding and the environmental qualities of the Reserve. Front fencing designs should be low level and transparent. The use of landscaping instead of front fencing should be encouraged unless it can be demonstrated front fencing is required for security reasons. For lots which have dual road frontages, any fencing abutting a road must be designed to provide passive surveillance to the road.
 - b). Landscaping:- Provision of an appropriate landscaping strip (to at least 3 metres wide) along the northern boundary to screen development from the road. The landscaping strip must be incorporated within the subdivided lots.
 - c). Buildings:- Requirements relating to built form such as external materials, colours, and finishes, site coverage, front, side and rear setbacks and overall height of buildings. Issues associated with how buildings integrate with the street and adjoining land must also be included.
 - d). Car Parking - Preferred car parking locations and points of access for individual lots.
 - e). Signage - Advertising sign requirements.

The Design Guidelines must be prepared, submitted and approved by the responsible authority

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CONDITIONS CONTINUED FOR PERMIT NO. PP327/05-2

6. Prior to the Statement of Compliance a "Landscape Master Plan" must be submitted to and approved by the responsible authority. The Landscape Master Plan must include:
- a). Provision of street trees at a rate of 1 tree per allotment.
 - b). That a 5 metre wide plantation/landscape strip be provided along the southern and western boundary of the zoned area to further screen the development from the adjoining land. The landscape strip should be incorporated within the subdivided lots where possible.
 - c). That the eastern boundaries of proposed Lots 16 -24 (inclusive) are provided with a planted landscaping strip (screening trees) with a minimum width of 3.0 metres. Species must be selected so as to not interfere with any assets with the easement along this boundary
 - d). Appropriate plantings/revegetation to be undertaken in the Reserve (ERZ portion of the site) created in the subdivision.
 - e). In relation to part a, b, c and d of this condition, plant species selected must be native species indigenous to the local area Ecological Vegetation Class (EVC). A planting schedule of all proposed trees, shrubs and ground covers, including the botanical names and common names and quantities of each plant. Species selections must be undertaken in consultation with Council's Environment Office and the Corangamite
- Council's Environmental Office and the Corangamite Catchment Management Authority must be consulted during the preparation of all parts of the Landscape Master Plan to the satisfaction of the responsible authority.
7. Prior to the issue of a Statement of Compliance under the *Subdivision Act 1988*, the owner must enter into an agreement with the responsible authority made pursuant to section 173 of the *Planning and Environment Act 1987* and must make application to the Registrar of Titles to have the agreement registered on the each of the titles created under section 181 of the Act. The agreement must make provision for the following:
- a). The lots within the Industrial 1 Zone be developed in accordance with the Design Guidelines required and endorsed as part of the this permit (PP327/05) as referenced in condition number 5.
 - b). That all landscaping and associated landscaping works shown on the endorsed Landscape Masterplan be undertaken at full cost of the owner/subdivider prior to the issue of Statement of Compliance and maintained thereafter to the satisfaction of the responsible authority.
 - c). The provision of landscaping in accordance with the endorsed Landscape Masterplan does not exempt further landscaping on individual lots. Further landscaping of individual lots may still be required upon assessment of any relevant planning permit to the satisfaction of the responsible authority.

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Date Amended: 07.10.2009
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CONDITIONS CONTINUED FOR PERMIT NO. PP327/05-2

- d). A covenant or restriction to be placed on Plan of Subdivision/Titles that prevents the construction of a Transfer Station or a Concrete Batching Plant within 80 metres of the Montrose Avenue frontage or within 80 metres of the western

boundary of the site. The covenant must be worded to the satisfaction of the responsible authority.

The applicant/owner of the land shall meet the costs of the preparation, execution and registration of the Section 173 agreement.

8. All works must be carried out in accordance with Construction Techniques for Sediment Pollution Control (EPA Publication 275) to the satisfaction of the responsible authority.
9. Prior to the issue of a Statement of Compliance the drainage, road works and erosion control requirements required by conditions numbers 2, 3 and 4 of this permit must be undertaken and constructed in accordance with the endorsed plans and specifications as approved by the responsible authority to the satisfaction of the responsible authority.
10. The 'Reserve' on the eastern boundary of the subject land shall be vested in Council within 3 months of the issue of the Statement of Compliance and to the satisfaction of the responsible authority.
11. Individual access shall be provided onto each lot created and such access shall be constructed to the satisfaction of the responsible authority. The access shall be a concrete driveway constructed between the kerb and the property boundary.
12. Prior to Statement of Compliance water, sewerage, electricity, and fully constructed road access must be available to each lot shown on the endorsed plan.
13. The developer shall mark street numbers for all lots in the subdivision in accordance with the Council's street numbering scheme and provide street names and signage to the satisfaction of the responsible authority.
14. This permit will expire if:
- (a) The subdivision hereby permitted is not certified within two years from the date of this permit; or
- (b) The registration of the subdivision is not completed within five years of certification.

The responsible authority may extend the time if a request is made in writing before the permit expires or within three months afterwards.

POWERCOR CONDITIONS:

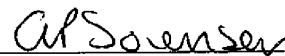
15. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.

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Date Amended: 21.07.2008
Date Amended: 18.12.2008
Date Amended: 07.10.2009
Date Amended: 30.11.2009

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CONDITIONS CONTINUED FOR PERMIT NO. PP327/05-2

16. The applicant shall:-
- a). Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards (A payment to cover the cost of such work will be required). In the event that a supply is not provided the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be so informed.
 - b). Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a registered Electrical Contractor.
 - c). Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision.
 - d). Alternatively, at the discretion of Powercor Australia Ltd a lease(s) of the site(s) and for easements for associated powerlines, cables and access ways shall be provided. Such a lease shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30 years. Powercor Australia Ltd will register such leases on title by way of a caveat prior to the registration of the plan of subdivision.
 - e). Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall be for the purpose of "Power Line" in favour of Powercor Australia Ltd.
 - f). Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.
 - g). Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.
 - h). Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.
 - g). Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

TELSTRA CONDITIONS:

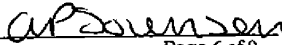
17. That the applicant enters into an agreement with Telstra or other licensed telecommunications carrier for the satisfactory provision of telephone cable reticulation to one (1) metre into each allotment created. Refer www.telstrasmartcommunity.com to Register Your Development.

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CONDITIONS CONTINUED FOR PERMIT NO. PP327/05-2

18. That the applicant pay to Telstra, the reasonable cost of any works necessary, as a result of the subdivision, to remove, or alter the position of any existing facility on the subdivision, or on any adjacent land or Government Road, pursuant to Clause 53 of Schedule 3 of the Telecommunications Act 1997.
Refer - Dial Before You Dig process Ph: 1100
19. That the plan of subdivision submitted for certification be referred to Telstra or other licensed telecommunications carrier, whichever is appropriate, in accordance with Section 8 of the Subdivision Act 1988.
20. Set aside on the plan of subdivision, reserve/s satisfactory to Telstra, for Telecommunications substation/s if required.

BARWON WATER CONDITIONS:

General

21. The creation of easements 2.0m or wider over existing and proposed sewers and water mains located or to be located in the subdivision in favour of the Barwon Region Water Authority. It should be noted if further easements are required following design of reticulation mains, Barwon Water prior to release of the subdivision would require any necessary amendments to be made to the plan. No building will be permitted to be constructed within the easement.
22. An easement is required through land to the east to provide sewer to this development.
23. Any plan submitted under the Subdivision Act 1988 must be forwarded to Barwon Water under Section 8 of the Act.

Water

24. The provision and installation of individual water services to all lots in the subdivision in accordance with Barwon Water's requirements and Victorian Plumbing Regulations. Note that tappings and services are not to be located under existing or proposed driveways.
25. The payment of New Customer Contributions for each individual lot created and/or each additional metered connection for water supply within the subdivision.
26. Reticulated water mains or a water extension are required to service the proposed development.

Sewer

27. The provision of sewerage services to all lots in the subdivision in accordance with Barwon Water's requirements and Victorian Plumbing Regulations.

Individual allotment house connection drains are to be provided for and extend into each allotment.
28. The payment of New Customer Contributions for sewer for each additional lot created and/or each additional metered connection within the subdivision.
29. Reticulated sewer mains or a sewer main extension are required to service the proposed development.

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CONDITIONS CONTINUED FOR PERMIT NO. PP327/05-2

30. The provision of a separate sewer connection branch to all lots in the subdivision in accordance with Barwon Water's requirements, Victorian Plumbing Regulations, and all relative statutory regulations.

CORANGAMITE CATCHMENT MANAGEMENT AUTHORITY CONDITIONS:

31. That allotments 16 to 20 be filled to above applicable flood levels along Anderson Creek.
32. That all fill placed is clean and suitably compacted for the intended use of the allotments.
33. That all fill is contained within the proposed allotment boundaries.
34. That a 100 year average recurrence interval drainage system is constructed for the western tributary drain that traverses lots 12 to 16 that meets accepted flood risk criteria.

COUNTRY FIRE AUTHORITY CONDITIONS:

35. The subdivision as shown on the endorsed plans must not be altered without the consent of the CFA.
36. Operable hydrants, above or below ground must be provided to the satisfaction of the CFA. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of the building envelope, the rear of all lots must be 120 m and hydrants must be more than 200 metres apart. Hydrants must be identified as specified in 'Identification of Street Hydrants for Fire fighting purposes' available under publication on the Country Fire Authority website. (www.cfa.vic.gov.au).
37. Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width. The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 metres. Dips must have no more than a 1 in 8.

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CONDITIONS CONTINUED FOR PERMIT NO. PP327/05-2

THIS PERMIT HAS BEEN AMENDED AS FOLLOWS:

| <i>Date of amendment</i> | <i>Brief description of amendment</i> |
|--------------------------|---|
| 10 January 2008 | <p>Pursuant to Section 71 of the Planning and Environment Act 1987 (as amended). The corrections include:</p> <ul style="list-style-type: none"> • Altering the wording of what the permit allows to reflect a staged subdivision. • Altering the wording of condition <u>number 1 dot point 4</u> to delete reference to a Right of Way (ROW) and insert the words "Reserve to be vested in favour of the Colac Otway Shire Council". • Altering the wording of condition <u>number 1 dot point 5</u> to include the words "minimum" between the words "A" and "3.0". |
| 21 July 2008 | <ul style="list-style-type: none"> ▪ amendment to the wording of condition 2(c) with respect drainage. ▪ amendment to condition 3(b) to allow a concrete road pavement. ▪ insertion of a new condition 5(b), (c) & (d) accordingly ▪ deletion of the word 'northern' from condition (b). ▪ wording added to condition 6(c) with respect to landscaping within the easement. ▪ wording of condition 14 corrected. |
| 18 December 2008 | <ul style="list-style-type: none"> • Change timing of condition 5 and 6 from 'prior to the Certification' to 'prior to the Statement of Compliance' |
| 7 October 2009 | <ul style="list-style-type: none"> • Condition 3(c) deleted. |
| 30 November 2009 | <ul style="list-style-type: none"> • Address on permit corrected pursuant to Section 71 of Planning and Environment Act, to 'Lot 2 PS509546'. • Format of Planning Permit Number has been changed in accordance with Council's new numbering system |

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**OM102403-11 ITEM FOR SIGNING & SEALING - CORANGAMITE
REGIONAL LIBRARY CORPORATION AGREEMENT**

| | | | |
|-------------|---------------|-----------|-----------|
| AUTHOR: | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive | FILE REF: | GEN00592 |

In 2008 the Councils that are party to the Corangamite Regional Library Corporation agreed to enter into a new agreement, pursuant to Section 196 of the *Local Government Act 1986*, to continue with the regional library service until 30 June 2013.

The Councils party to the agreement are:

- Colac Otway Shire
- Corangamite Shire
- Moyne Shire
- Warrnambool City

At the Colac Otway Shire Council meeting held on Wednesday 30 January 2008 it was resolved:

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

The agreement has not been signed and sealed by each Council.

Attachments

Nil

Recommendation(s)

That Council sign and seal the Corangamite Regional Library Corporation Agreement for the period up to 30 June 2013.

~~~~~

**IN COMMITTEE**

**Recommendation**

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

<b>SUBJECT</b>	<b>REASON</b>	<b>SECTION OF ACT</b>
<b><i>Barwon Regional Waste Management Group Tender Evaluation Update</i></b>	<b><i>this matter deals with contractual matters; AND this matter includes a resolution to close the meeting to members of the public</i></b>	<b><i>Section 89 (2) (d) (i)</i></b>
<b><i>Waste Management Services Contract</i></b>	<b><i>this matter deals with contractual matters</i></b>	<b><i>Section 89 (2) (d)</i></b>
<b><i>Audit Committee Independent Member</i></b>	<b><i>this matter deals with contractual matters; AND this matter may prejudice the Council or any person</i></b>	<b><i>Section 89 (2) (d) (h)</i></b>
<b><i>Lease 6 Murray Street Colac</i></b>	<b><i>this matter deals with contractual matters; AND this matter may prejudice the Council or any person</i></b>	<b><i>Section 89 (2) (d) (h)</i></b>
<b><i>Contract No. 0916 – Supply of Crushed Rock, Sealing Aggregate and Pavement Materials</i></b>	<b><i>this matter deals with contractual matters</i></b>	<b><i>Section 89 (2) (d)</i></b>
<b><i>Contract Approval Contract 1002 – Supply and Delivery of grader Contract 1003 – Supply and Delivery of 14 Tonne Tip Truck and Dog Trailer</i></b>	<b><i>this matter deals with contractual matters</i></b>	<b><i>Section 89 (2) (d)</i></b>
<b><i>Vision Super Update</i></b>	<b><i>this matter deals with contractual matters; AND this matter may prejudice the Council or any person</i></b>	<b><i>Section 89 (2) (d) (h)</i></b>
<b><i>Property Issue</i></b>	<b><i>this matter deals with legal advice</i></b>	<b><i>Section 89 (2) (f)</i></b>
<b><i>Drawing down of Council Loans</i></b>	<b><i>this matter may prejudice the Council or any person</i></b>	<b><i>Section 89 (2) (h)</i></b>