



Colac Otway
SHIRE

AGENDA

ORDINARY COUNCIL MEETING
OF THE
COLAC-OTWAY SHIRE
COUNCIL

26 MAY 2010

at 3:00 PM

Birregurra Community Health Centre, Strachan Street,
Birregurra

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

26 MAY 2010

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NOTICE is hereby given that the next *ORDINARY COUNCIL MEETING OF THE COLAC-OTWAYSHIRE COUNCIL* will be held in Birregurra Community Health Centre, Strachan Street, Birregurra on 26 May 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.

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 (subject to attendance and time)
2. Questions from the floor

5. QUESTION TIME

6. DECLARATION OF INTEREST

7. CONFIRMATION OF MINUTES

- **Ordinary Council Meeting held on the 28/04/10**
- **Special Council Meeting held on the 12/05/10**

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

OM102605-1 CEO'S PROGRESS REPORT TO COUNCIL

Corporate and Community Services

OM102605-2 COLAC LAWN SPORTS CLUB - RENEWAL OF LEASE AGREEMENT

OM102605-3 DRAFT BUDGET 2010-2011

OM102605-4 BEECHY PRECINCT LIBRARY JOINT USE COMMITTEE

Infrastructure and Services

OM102605-5 STRUCTURAL ASSESSMENT OF COUNCIL BRIDGES

OM102605-6 BEST VALUE REVIEW - PARKS AND GARDENS SERVICES

OM102605-7 CRESSY SHELFORD ROAD PROGRESS REPORT

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>OM102605-1 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.

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OM102605-1**CEO'S PROGRESS REPORT TO COUNCIL**

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

EXECUTIVE**Confidentiality Workshop**

As an action arising from a resolution of the December 2009 Council Meeting, all Councillors were invited to participate in a Confidentiality Workshop on 7 April 2010. The workshop, facilitated by Mark Hayes of Maddocks, reinforced to Councillors their legislative responsibilities with respect to confidentiality and the implications of breaching those responsibilities.

A separate session will be available to the one Councillor who was unable to attend the workshop on 7 April, to ensure that all Councillors are now fully aware of their responsibilities as they relate to the handling of confidential Council matters.

MAV LG Sustainability Program 2009/10

This pilot project, funded by the Municipal Association of Victoria, is aimed at examining the financial capacity of participating Councils by:

- Improving financial planning and recording;
- Improving Asset Management practices;
- Assessing capacity for self improvement; and
- Providing a credible base for obtaining financial assistance, where required.

Given its commitments towards continuous improvement, the Colac Otway Shire has been an active participant in this program. Council staff have assessed the Shire's performance across 8 key challenges and identified a number of improvement actions which will now be developed into a schedule of implementation. Staff are to be commended for taking a proactive approach to improving the Council's long term financial sustainability.

G21 Board Meeting

The Mayor and CEO attended the G21 Board meeting on the 30 April 2010 with agenda items including:

- Council Memorandum of Understandings - update
- Barwon South West Regional Development Australia (RDA) Update
- Regional Strategic Planning Process
- AgriBusiness Forum presentation
- Update on the Health & Wellbeing Pillar and its structure.

G21 Health & Wellbeing and Education & Training Pillar Joint Meeting

As members of the G21 Health & Wellbeing Pillar, the Mayor and CEO attended a joint professional development session between the Health & Wellbeing and Education & Training Pillars held on the 10 May 2010. The session titled, "Framework for Understanding Poverty: Addressing Economic Disadvantage and Understanding our Community" was well attended and proved to be both informative and worthwhile.

VicTrack

The CEO, infrastructure and planning staff met with representatives of VicTrack to discuss crossings and maintenance issues. Views were also sought on increasing the number of

V/Line Services between Colac and Geelong from 3 to 5 and the requirement for passing lane infrastructure.

Great South Coast Round Table Meeting

The CEO attended a forum of regional leaders, hosted by RDA on the 13 May 2010 in Port Fairy. The forum provided Great South Coast Mayors, CEOs and business and community leaders with an opportunity to reflect on and discuss the key strategic directions emerging in the Great South Coast Regional Strategic Plan. Further, Barwon South West Regional Development Committee members heard first hand from the region's leaders how it could play a role in assisting the region's development.

In addition to meeting with RDA, the CEO and Council staff also met separately with Regional Development Victoria (RDV) to discuss potential Colac Otway Shire projects for the next 12 to 24 months.

Great South Coast Municipalities Group Meeting

The Mayor and CEO attended the Great South Coast Municipalities Group meeting held in Port Fairy on the 14 May 2010. Agenda items included:

- Update on the Australia Wide Rural Lobby Group;
- Victorian Tertiary Education Plan; and
- Update on the Essential Services Commission Local Government Performance Framework.

Joint-Use Library Visioning Workshop

As part of planning for the opening and subsequent operation of the new Beechy Precinct Library, the CEO facilitated a Library Visioning Workshop on the 6 May 2010 with members of the Library Operations Group, the Colac Secondary College and the Corangamite Regional Library Corporation. An IT technical adviser also attended the workshop to discuss the library's information technology needs into the future.

The session discussed innovative projects that will add value to the community through their interaction with the library facilities.

As the opening date draws closer there is a general feeling of excitement in the benefits this new library facility will offer the community including: a state of the art library, meeting rooms, dedicated children's space, lecture and seminar room, exhibition space and various indoor and outdoor reading spaces. It is hoped that this new library will provide Colac and district with a renewed community spirit and sense of pride.

To ensure the community is kept fully informed and involved, a community consultative group meets monthly to receive and provide feedback about the progress of the Beechy Precinct project.

Colac Secondary College

The CEO has met with the Acting Principal, Simon Dewar, to discuss issues relating to the operation of the Joint Use Library. The CEO also met with the Secondary College Board to discuss these matters.

CORPORATE & COMMUNITY SERVICES

Recreation

Naming of the Library

Suggested names for the new library are currently being received from the community and Colac Secondary College students, teachers and the College Council. It is proposed that a community vote will be conducted for the final name.

Library Construction

Construction of the library continues to progress with finishing touches to the plastering and windows and commencement of joinery taking place over the coming weeks.

Eastern Reserve Netball Facility Redevelopment

Contractors put the finishing touches on a revamped Eastern Reserve netball complex during the month, enabling players to commence the season opener on 8 May 2010. This project included six resurfaced netball courts and a warm-up court, new lights and light towers, fencing and gates and landscaping around the facility. An official launch is proposed to take place during the finals to be held later in the year.

Eastern Reserve will be without shelters for a short period of time until contractors are appointed to construct and install them. The Colac and District Netball Association and the Colac Summer Netball Association have agreed to install pre-purchased seating as an in-kind contribution to the project.

Council Community Funding

Applications for the 2010/2011 Council Community Funding Program closed on 7 May 2010.

- Thirty eight applications were received under the Community Recreation Facilities category;
- Twenty eight applications were received under the Community Projects category;
- Ten applications were received under Colac Otway Performing Arts and Cultural Centre (COPACC) Hire Assistance.

There has been a slight increase in the number of applications received across all categories.

Applications will be assessed throughout May with all applications being considered by the Councillor Community Funding Advisory Committee on 7 June 2010. A report will be prepared for the June Council Meeting, recommending 2010-2011 grant recipients. Successful applicants will be notified in July.

Playgrounds

Council's 23 playgrounds and four Kindergartens (located on Council owned land) were audited the week commencing 24 May 2010 by Ray Hutchinson and Associates. This assessment is carried out twice a year to ensure maintenance tasks are identified for attention and changes and upgrades to compliance and Australian Standards are highlighted.

Bluewater Fitness Centre

The centre has welcomed Russell Whiteford as the new Dry Program Co-ordinator. A new information board erected in the main reception area to provide customer information on the centre across all areas and also display staff photos.

Investigations are under way for the proposed reclamation of back wash water and rainwater collection. This is for the project which has received funding through the Federal Government stimulus package. A site visit to the Ballarat Aquatic Centre will help understand how their system works and if a similar system can be implemented at Bluewater Fitness Centre.

Over the past month Hampden Specialist School (15 students/week) and Colac Specialist School (8 students/week) continued their Aquatic Education Programs at Bluewater Fitness Centre. These programs will continue through to the end of the term

A total of 232 enrolments have been received for the term 2 Learn to Swim Program.

The change room works in the pool area are taking shape and are almost complete with only the painting and installation of the lockers to be completed.

Apollo Bay Leisure Centre

An independent engineer from MPS Plumbing investigated the Apollo Bay Pool water leaks. A report and a quote for the capital improvement on the pool have been received. A meeting with the Apollo Bay Principal will be conducted over the coming month to identify works to be carried out before the start of the coming summer season.

The Apollo Bay Leisure Centre Community Group has been established and is actively seeking community sponsorship to assist with training local residents to act as life guards. Donations will help offset the cost for life guard qualifications and other identified improvements.

Events

FReeZA

The FReeZA committee (Lac & Co Productions) are currently working on three projects. The first will be a "Dance Party" with a DJ in July, second the annual "Battle of the Bands" in August and the third their final event at Straight Shooters in September. The committee will also volunteer and assist the Social Youth Connection In Colac (SYCIC) 'Open Mike' event in June to be held in the Civic Hall in COPACC.

Festival and Events Support Scheme

There is a significant increase in the number of applications received as part of the 2010-2011 Festival and Events Support Scheme with 26 applications seeking \$96,915 (from an available pool of \$60,000) in funding compared to 14 applications in 2009-2010. A total of seven applications were received requesting seed funding for new events. In total, the 26 events represent over \$1.8 million in total project costs. Assessments will be undertaken in May with successful grant recipients advised in July.

GOR Marathon (15 and 16 May 2010)

The largest ever international contingent participated in this year's Great Ocean Road Marathon between Lorne and Apollo Bay. Sixty international entries from four continents ran the sixth annual 45 kilometre marathon. Of the overseas entrants, 17 were from Singapore, 10 from the United States and 10 from Kenya, Morocco and Tanzania. These entrants joined the other 3000 runners to experience the natural wonders of the Great Ocean Road in perfect sunny conditions. A 14 kilometre wheelchair race also ran for the 3rd year.

Duck Drop Derby (23 May 2010)

The South Colac Sports Club annual fundraising event the "Duck Drop Derby" ran again on 23 May 2010. Tickets included food, drinks and children's activities. Scenic helicopter flights were also an attraction over Colac and surrounding areas.

Upcoming Events

Events to be held throughout the Colac Otway Shire in June will include the Forrest 6 Hour Mountain Bike Championships (6 June 2010), Otway Soup Fest (13 June 2010) and Forrest Midwinter Festival (19 June 2010).

COPACC**Painting**

COPACC's internal painting will be completed by the end of May. The last sections to be completed are the main foyer, theatre and auditorium lobbies.

Business Events

COPACC has experienced record monthly revenues from December 2009 through to April 2010, with April's revenue up by 30% on last year. COPACC is on track to at least equal its previous record for May income. COPACC attracted two major touring shows in May, with companies hiring the venue for David Strassman's "Ted E's Farewell Tour" and "Dorothy the Dinosaur's Travelling Show".

World Environment Day

COPACC has collaborated with the Council's Environment Department, State Government Department of Planning and Community Development (DPCD), Corangamite Catchment Management Authority and Barwon Water to offer a large and varied program to celebrate World Environment Day. The program includes 55 environmental workshops for children, hands-on reptile education shows, a black and white photography exhibition, a comedy performance and a free workshop on how to "Save the World and Grow Your Own". COPACC secured \$4,000 in sponsorship from DPCD to support the event.

Season update

Audiences for the first three shows in COPACC's season have been strong. "Cosi" attracted more than 260 people, including 90 students from four high schools from Colac, Camperdown and Cobden. The "Almost Anything Goes Morning Music" on 30 April attracted an audience of 300.

COPACC is staging 14 performances in May, 13 at the Centre, and an outreach program in partnership with Apollo Bay Arts Inc.

Youth Council

Colac Otway Shire Youth Council are currently discussing a visit with TRAG (Teenagers Road Accident Group) to make a presentation to Years 11 and 12 students in Colac. Investigations are continuing on ways to provide transport for Lavers Hill and Apollo Bay students. Youth Councillors hope this presentation will educate their peers about their responsibilities when they get behind the wheel of a motor vehicle

Mercy Place management have invited Youth Councillors back to interact with the residents later in the year, as the visit earlier this month was very well received.

Youth Councillors have been invited to volunteer at the Beechy Precinct Joint Use Library open day and to help Freeza with Battle of the Bands again in August.

INFRASTRUCTURE & SERVICES

GENERAL

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

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.

Realignment of Culvert at Intersection of Carpendeit-Bungador and Speedway Roads

A review of the design has found that to improve site distance at the intersection it is necessary to remove some trees and acquire land to allow a realignment of the drainage works as part of the intersection redesign. This project cannot proceed until the necessary approvals have been obtained from the adjoining land owner to acquire part of their property to allow the works to proceed. A meeting was held with the property owners to discuss the necessary land acquisition. A land valuation is currently being prepared.

Culvert on Speedway Road

The Tirrengower Drainage Committee has requested that the existing road culvert be upgraded from a small box culvert to a 900 diameter pipe. The purpose of the works was to address low flow issues in relation to general drainage. The culvert has been installed. Some works remain to finish off the project. It is expected that the works will be completed by end of May

Murroon Road Bridge

The environmental management works have been completed in the creek bed and bridge abutments to protect the stream bed and the bridge structure from erosion due to high volume flows in the creek. The works have involved the installation of rock baskets, strategically positioned to dissipate the energy of the water flow. This work has been carried out as a joint project between Council staff and specialist contractors.

Binns Road Resheet

Gravel resheeting works are being undertaken south from the Aire River Bridge for a distance of approximately 5.5kms. These works are being carried out by Council's construction staff and are well underway. It is expected that the works will be completed by the start of June 2010.

Old Beechy Rail Trail

A new section of the Old Beechy Rail Trail is being constructed between the Beech Forest Information Centre and Ditchley Park Reserve. The works involve construction of a 2 metre wide gravel path, fencing and other minor works. Poor weather has resulted in some delay. It is anticipated that works will be completed by the start of June 2010.

Morley Avenue Kerb & Channel

As part of the Coastal Towns Stormwater Projects, construction of kerb and channel was required to address stormwater problems and erosion of the existing drain and surrounding land. The works consist of approximately 170m of kerb and channel and associated underground drainage. Works are in progress and are expected to be completed by the start of June 2010.

Environmental Management / Planning Update**Project Management / Planning Update**

The Infrastructure and Services Department is finalising a review of the Environmental Assessment and Protection Process to ensure that environmental assets are protected during the delivery of Council's works programs. An Operational Policy and Procedure has been prepared to formalise the process. These documents are in the process of being formally reviewed.

Investigations are continuing in relation to the arrangement for the management of roadside vegetation between Council and the Department of Sustainability and Environment (DSE). From this investigation a range of options will be developed and presented to Council for further consideration.

Cressy Shelford Road Rehabilitation

Council recently sought quotations from various environmental consultants for the development of a Cressy-Shelford Road Grassland Rehabilitation Plan. The period for submitting quotations has now closed and Council is in the process of selecting the successful consultant to begin works.

The required progress report on Council's enforceable undertaking has now been endorsed and sent to the Department of Environment, Water, Heritage and the Arts (DEWHA) and DSE.

SUSTAINABLE ASSETS UNIT**Birregurra Bus Shelter**

The upgrade of the V/Line Bus Stop located in Birregurra was completed the week ending 7 May 2010. These upgrade works included the provision of a concrete hardstand area and bus shelter which was relocated from Gravesend Street. These works are partly funded by the Department of Transport.

Asset Management Strategy

A review and development of the Council's Asset Management Strategy is continuing. The third round of interviews has been conducted with key Council staff and included representatives from Sustainable Planning and Development and Cosworks. The draft strategy is due for completion by the end of May 2010 following the final meeting with the consultants.

Building Maintenance and Renewal

<i>Swan Marsh Hall</i>	External painting is almost completed. Internal painting started during the week commencing 10 May 2010.
<i>Colac Lawn Tennis Club</i>	Internal painting has commenced. Still waiting on the hand rail to be fitted to the access ramp.

Routine Road and Footpath Inspections

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

<i>Warrion Ward Area 2</i>	A number of signs and guideposts were found to be either damaged or missing. All identified maintenance works have been programmed to be completed by Cosworks' works crews.
<i>Elliminyt Urban Roads</i>	Missing signs were the most significant issues noted during inspections of the urban roads in the Elliminyt area. These have been programmed for replacement.
<i>Footpath Inspections in Apollo Bay, Forrest, Gellibrand, Lavers Hill, Cressy, Beeac & Birregurra – Residential Streets</i>	Movement in sections of footpath were noted during inspection. This is largely due to weather cycles 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. Other maintenance issues noted related to overhanging trees including both nature-strip trees and trees located in private property. Trimming of overhanging street trees will be programmed. Notices have been issued to private property owners where vegetation is overhanging the property boundary.
<i>Rail Crossing Audit</i>	An audit of rail crossings was carried out on 6 May 2010. The purpose of this inspection was twofold; to respond to a number of issues identified through recently completed Australian Level Crossing Assessment Model (ALCAM) surveys and to ensure that all signage and line marking is compliant with the relevant Australian Standards. Several redundant signs have been removed and requests have been sent to Cosworks to relocate a number of other signs to the correct offsets from the rail line.

Sealed Road Condition Survey

Puredata Ltd has been engaged to undertake a condition audit of sections of Council's sealed road network located in the urban areas of both Colac and Elliminyt. Field data capture has commenced with rating and analysis of the information collected to follow. It is expected that final reporting etc. will be received by late June 2009.

The information obtained through these surveys provides both a valuable desktop information source and has direct inputs into assessment of long term road rehabilitation needs and Capital Works Planning.

Footpath Replacement Program 2009/10

Contractors are working on finalising the 2009/10 Footpath Replacement Program. Sections of footpath in the following streets have been programmed for renewal:

- Ross Street, Colac;
- Whelan Street, Apollo Bay;
- Bromfield Street, Colac; and
- Hardy Street, Apollo Bay.

All works are required to be completed prior to 30 June 2010.

Height Safety Audit

The *Occupational Health and Safety Act 2004* requires that Council provides a safe work environment that includes systems for the prevention of falls. Fall prevention systems have already been installed at a number of Council sites including; the Blue Water Fitness Centre and the Rae Street Offices. Contractors have been engaged to complete an audit of other Council sites which have an ongoing need for access to roofs and for working at heights.

The purpose of these audits will be to:

- Assess each nominated building for compliance with all relevant governing Occupational Health and Safety legislation, Compliance Codes, and applicable Australian Standards;
- Identify and categorise all risks and nominate appropriate control measures, including cost estimates; and
- Develop a prioritised improvement program to implement all recommended control measures.

Inspections are now underway with final reporting expected by the start of June 2010.

COSWORKS DEPARTMENT

Road Regrading: Maintenance grading is continuing due to more favourable weather conditions.

Road Pavement Minor Patching: Works have occurred on shoulder maintenance on narrow sealed areas in Larpent.

Capital Works:

Seven Bridges Bridge repairs	Commenced
Coastal Drainage works	Commenced

Gravel Road Re-sheeting: Resheeting works have been undertaken on Old Coach Road, Old Ocean Lavers Hill Road, Costins Access, Minchintons Access, Clancys Access, Daffys Lane and Lardners Track.

Major Drainage: Works have been undertaken in Kennett & Wye River on Barham River Road, Killala Road, Binns Road, Escarpment Road, McDonalds Road, Kents Road, Ridge Road and Hargreaves Road.

Line marking: Rural centreline repainting has been completed. Urban and rural Statcons repainting 95% completed.

Routine Drainage: Drainage works have been completed on Barham River Road, Wild Dog Road, Sunnyside Road, Apollo Bay streets and in Kawarren and Carlisle areas. Clearance of tree roots in underground pipe system in Tulloh Street has been completed. Apollo Bay main outfall drainage clearance of sand blockages has also been completed.

Tree Maintenance: Tree maintenance has been completed at Speedway Road, Tomahawk Creek Road, Birregurra Park and Beeac Cemetery.

Roadside Slashing: The second round of slashing has been completed in Birregurra & Gerangamete areas.

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

Weed Spraying: Weed spraying has been undertaken in Forrest township.

Bridge Maintenance: Works have been completed on the Pearces's Bridge Decking.

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

Playground Maintenance: Maintenance has been completed as per audits of playgrounds.

MAJOR CONTRACTS/WASTE DEPARTMENT**Local Ports Transfer – Update**

The Department of Transport (DOT) is drafting new management agreements between DSE and the Port Managers.

The agreements will have a term of 12 months from 1 July 2010. In 12 months time, DOT would like to discuss with Port Managers future agreements and what they should provide for in order to prepare a new longer term agreement.

DSE has received the budgets submitted by the South West Port Managers and Gippsland Ports. DSE and DOT are currently reviewing the port budgets and expect to provide advice to Port Managers by June 2010.

Implementation of three bin waste collection system

Regular meetings are being held for systematic implementation of a three bin waste collection system. One of the key issues being discussed is delivery of the new bins and retrieving of the old bin with relevant waste education material and the waste calendars prior to 6 September 2010, the contract commencement date.

Tenders

Since the last reporting period the following tenders were opened:

1005 Cleaning of Council Facilities - Closed 5 May 2010

1007 Provision of Loan Services – Closed 5 May 2010

No tenders were awarded.

Tenders advertised since the last reporting period are:

1007 Provision of Loan Services - Closed 5 May 2010

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	The developer is completing outstanding civil works including guard rail at the culverts on Montrose Avenue and landscaping on the roadsides. Service authorities need to sign off their relevant works for compliance to be issued.
Rossmoyne Road Industrial Estate Stage 2 23 lots	Subdivisional construction works are complete with a final inspection on drainage to be undertaken to sign off the works. Vicroads requirements are still to be finalised and approved.
Seeberg Estate Stage 2 24 lots and reserve	Works are completed except for minor maintenance to be completed shortly. Approved National Association of Testing Authorities (NATA) documentation on testing is to be provided.
Cants Road Sage 3 12 lots	Works have been completed. A compliance certificate is expected to be issued shortly after drainage is inspected and approved.

Bituminous Sealing Works

All required spray sealing works are complete. Prior to the end of June, and subject to weather, a second coat of paint for line marking will fully complete this contract. The works undertaken by Sprayline have been completed to a high standard of quality.

Apollo Bay Transfer Station

The Contractor will soon be constructing the transfer station building over the completed slabs and retaining walls. Pavement construction is continuing. Works are now approximately 60% complete and practical completion is on track and expected to be achieved around August 2010.

Alvie Recreation Reserve Development

Extensions to the football clubrooms commenced in February and are on track to be completed at the start of June 2010. Extension of the existing netball court which was part of the contract has been delayed due to uncertainty of the scope of works required to be undertaken.

SUSTAINABLE PLANNING & DEVELOPMENT**Colac and Apollo Bay Car Parking Study**

An Issues and Opportunities Paper for the Colac and Apollo Bay Car Parking Study was on public exhibition until 30 April 2010, with workshops held in Colac and Apollo Bay. Only one written submission was received. The consultant will review issues raised in the submission and at the workshops and prepare a draft Parking Strategy for consideration by Council over the coming months

Planning Scheme Review

Officers are currently in the midst of a four year review of the performance of the Colac Otway Planning Scheme. Stakeholder workshops with relevant stakeholders such as regular permit applicants, agencies, State Government and staff were held early in May, with a workshop scheduled for Councillors in June to seek their input into the review. The review will be finalised in July.

Apollo Bay Future Growth Areas Review

The State Government has funded Council \$40,000 to assist in reviewing areas appropriate for future growth in Apollo Bay following the Planning Minister's decision not to support Amendment C29 relating to the proposed Great Ocean Green development. The project will also incorporate an Urban Design Framework for the town. The Project Steering Committee met early in May to begin scoping the project, and a draft consultant's brief will be circulated to the committee for comment in June. Formal commencement of the project is dependent on funds of \$20,000 being allocated in the upcoming budget.

Amendment C58 – Kennett River, Wye River and Separation Creek Structure Plan

Amendment C58 to the Colac Otway Planning Scheme is currently on public exhibition with written submissions due by 21 June. The amendment seeks to introduce the key policy recommendations contained in the Kennett River, Wye River and Separation Creek Structure Plan which was adopted by Council in 2008, and proposes to rezone land in Harrington Street and Dollar Drive north of Separation Creek from Low Density Residential Zone to Rural Conservation Zone.

Coastal Climate Change Advisory Committee Issues and Options Paper

Officers have lodged a submission to the State Government Coastal Climate Change Advisory Committee Issues and Options paper. The paper presents various options for how

the Victorian planning system could respond to the challenge of sea level rise. Key issues raised in the submission relate to the need for settlement wide coastal vulnerability hazard assessments to be undertaken that examine the local effects of sea level rise, the need for these to be funded and co-ordinated by a State Government agency, and the need for planning controls to be introduced which trigger planning permit requirements in areas modelled as at risk from sea flooding by 2100.

The submission also emphasised the need for greater direction in terms of the circumstances when vulnerability assessments are required to be submitted with permit applications, and for a statutory body to be created which has appropriate technical expertise and is resourced to peer review assessments submitted to Councils as a referral agency, and which can provide general support and advice to Councils and the wider public.

Fire Prevention and Planning

The declared fire danger period ended on 1 May 2010. The fire inspection process carried out by Council during the fire danger period found that only 19 properties failed to comply with requirements and required Council to take direct action. This relatively small number of landholders will be sent a Penalty Infringement Notice and an invoice for the cost of the Council carrying out works.

This is not only due to the extensive work that has been undertaken by Council in conjunction with the CFA but is a result of the responsible approach that has been taken by our community. This is essential to providing a safer environment and the community should be congratulated for their excellent work in maintaining their properties to a high standard.

Although the fire danger period is fixed in the Colac Otway Shire region starting on 1 November and ceasing on 1 May, it has not always been this way. In some other regions the dates vary each year based on the seasonal conditions. There are pros and cons for each approach. The CFA brigade members on the Municipal Fire Prevention Committee (MFPC) have in the past recommended to the CFA that they set a fixed period. The Municipal Fire Prevention Committee met recently and the timing of the fire danger period was discussed. It was agreed that brigade members would discuss the matter further at the next MFPC meeting prior to a final decision being made by the CFA.

Now that the fire danger period has ended Council is working hard with partner agencies to prepare for the next fire danger period. This includes identifying more potential sites for Neighbourhood Safer Places and assisting CFA to develop more Township Protection Plans for towns like Gellibrand that were not done last year.

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. Although the lake did not dry out completely this year it is expected to be very low again next summer unless there is very high rainfall over winter. A blue green algae outbreak is believed to have occurred in the lake. Council is monitoring the situation which poses little risk at this time due to the water line being some distance from the edge of the lake and very hard to reach. Signs were installed, but have recently been removed because there is no visual evidence of blue green algae. It is believed that it is now too cold to have an algae bloom form. Council will continue to monitor the situation.

Barongarook Creek Elm Removal

A second round of exotic tree removal has commenced along the Barongarook Creek to improve the health of Lake Colac. Elm removal finished in late April. Parts of the trees have been mulched on site, the mulch piles will be left to compost until late June. After adequate

site preparation (i.e. weed control) has been undertaken the mulch will then be spread over the area to be replanted.

Revegetation within the wetland area near the Murray Street bridge commenced in early May, while the majority of the planting along the creek line will be undertaken in July, August and September 2010. The replanting of the slope below the Girl Guides' hall will be the first priority of the spring planting due to its visual impact when entering Colac along the Princes Highway. These works will all be followed up with a consistent weed monitoring program before and after the revegetation times.

There are no plans to do further elm removal in the next financial year. The focus will be on consolidating the works carried out between Murray Street and Chapel Street to ensure this area is effectively maintained through adequate weed control and follow up planting. It will take a while for the newly-planted trees to get established, but in a few years the area will look better and the benefits will be seen through the improved health of the creek.

Business Events

The next 'On the Front Foot for Business' event in Colac is 3 June 2010. This will focus on business services including information on the new Budget, Henry Tax Review and important information that business will need to know before the end of the financial year. The speakers will be from WHK Colac and it will be a free event with lunch included.

This event will be followed by the Small Business Victoria (SBV) Road Show on 15 June at COPACC for small businesses to attend and hear of the current services that are available to small business. There will also be the SBV Mobile Van on 21 July which will be parked at Memorial Square for the morning. This will allow businesses to attend the van and have one-on-one mentoring sessions with the Small Business Mentoring Service staff.

Council is also assisting Beacon Foundation students at Colac Secondary College with a Business Breakfast to promote the foundation and promote business involvement.

The Beacon Foundation is a national not-for-profit organisation that seeks to influence the attitudes and culture of Australians so that each young person develops an independent will to achieve personal success for themselves and their community.

Trade Training Centre (TTC)

Colac Otway Vocational Education Cluster (COVEC) is currently working on the application for funding due in June 2010.

Visitor Information Centres (VIC)

Visitor numbers are down on last year but international numbers are still strong. Colac VIC redevelopment is currently underway. Officers are currently working with a consultant company to improve VIC capacity to service accommodation bookings that will improve customer service and increase VIC income.

Otways Tourism (OT)

Otways Tourism has completed a strategic planning day and will present a new 3 year plan to Council with a draft Service Agreement for 2010/11. The Service Agreement will be drafted in consultation between Council officers and OT Board and staff.

Small Towns

OT has initiated a Small Towns project called 'Otway Villages' commencing with Forrest. Council's Economic Development Unit is participating and seeking to integrate Small Towns Improvement Program (STIP) and Regional Development Victoria funded Small Towns

Development Fund projects to support tourism initiatives. The STIP Steering Group has met and will make a recommendation to Council in May.

Dairy Industry

The Colac Otway Shire Dairy Industry Training Reference Group is currently sponsoring a development project to implement a year 12 curriculum content program for 2010/11. Council officers are working with South West Local Learning and Employment Network, West Vic Dairy Careers Coordinator and the Colac Secondary College Agriculture/Horticulture Coordinator.

West Vic Dairy is the regional centre for Dairy Australia. The Manager EDU represents Council on the West Vic Dairy Careers Coordinator Project Steering Group.

Attachments

Nil

Recommendation(s)

That Council notes the CEO's Progress Report to Council.

CONSENT CALENDAR**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

ITEM	D	W
<p><u>CORPORATE AND COMMUNITY SERVICES</u></p> <p><u>OM102605-2 COLAC LAWN SPORTS CLUB - RENEWAL OF LEASE AGREEMENT</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation(s)</u></p> <p><i>That Council sign and seal the Variation and Renewal of Lease for a five year period commencing 1 July 2010 between the Colac Otway Shire Council and the Colac Lawn Tennis Club Inc. and Colac Mallet Sports Club Inc.</i></p>		
<p><u>OM102605-3 DRAFT BUDGET 2010-2011</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation(s)</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. Recognise that the 2010/11 Draft Budget annexed to this resolution be the Budget prepared by the Council pursuant to Section 127 of the Local Government Act 1989.</i> <i>2. Authorise the Chief Executive Officer to:</i> <ol style="list-style-type: none"> <i>a. Give public notice of the proposed Budget in accordance with Section 129 (1) of the Local Government Act 1989: and</i> <i>b. Make available for public inspection a copy of the proposed budget in accordance with Section 129 (3) of the Local Government Act 1989.</i> <i>3. Calls for written submissions in accordance with Section 223 of the Local Government Act 1989 on the proposals contained in the 2010/11 budget.</i> 		

<p>Written submissions will be accepted for a 6 week period until 5:00pm Friday 9 July 2010.</p> <p>4. Hears any person who wishes to be heard (either personally or by a person acting on their behalf) in support of a submission received in relation to the proposed budget at a Special Council Meeting on Wednesday 14 July 2010 at 1:00pm.</p> <p>5. Proposes that the rates in the dollar for each type of rate to be levied (expressed in “cents in the dollar”) for the period commencing 1 July 2010 and concluding on 30 June 2011 are:</p> <p>Residential – Colac, Colac East, Colac West, Elliminyt \$0.3423</p> <p>Residential – Balance of Shire \$0.2910</p> <p>Rural – Farm \$0.2704</p> <p>Holiday Rental \$0.3423</p> <p>Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt \$0.5648</p> <p>Commercial/Industrial – Balance of Shire \$0.4792</p> <p>Other Charges:</p> <p>Aire River Drainage Scheme \$0.20 per hectare</p> <p>Tirrengower Drainage Scheme \$2.50 per hectare</p> <p>6. Proposes that a Municipal Charge of \$147 per each rateable property in respect to which a municipal charge can be levied for the period commencing 1 July 2010 and concluding on 30 June 2011.</p> <p>7. Proposes that a Waste Management Charge of \$245 be levied for the period commencing 1 July 2010 and concluding on 30 June 2011 for properties in areas receiving a weekly garbage collection service.</p> <p>8. Proposes that a Waste Management Charge of \$158 be levied for the period commencing 1 July 2010 and concluding on 30 June 2011 for properties in areas receiving a fortnightly or monthly garbage collection service respectively.</p>		
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<p><u>OM102605-4 BEECHY PRECINCT LIBRARY JOINT USE COMMITTEE</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation(s)</u></p> <p><i>That Council agree that the 2 appointed members by Council for the Beechy Precinct Joint Use Committee are an officer and a Councillor; the Officer being the General Manager of Corporate and Community Services, currently Colin Hayman and a Councillor to be nominated to the Committee.</i></p>		
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Recommendation

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

MOVED

SECONDED

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OM102605-2

COLAC LAWN SPORTS CLUB - RENEWAL OF LEASE AGREEMENT

AUTHOR:	Marg Scanlon	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate & Community Services	FILE REF:	GEN 00374

Purpose

The purpose of this report is to provide information and seek Council endorsement for the renewal of lease between the Colac Otway Shire Council and the Colac Lawn Tennis Club Inc. and Colac Mallet Sports Club Inc. located in Church Street Colac.

Declaration of Interests

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

Background

The renewal of the lease agreement between Council and the Colac Lawn Tennis Club Inc and the Colac Mallet Sports Club Inc. is attached for consideration. Lease agreements have been in place with both clubs since 1 July 2000. More recently (the former) St. Andrews Croquet Club relocated to the Church Street site following the sale of their previous Calvert Street location. Further to this relocation both the St. Andrews and Colac Croquet Clubs have merged to form the Colac Mallet Sports Club.

The Colac Lawn Tennis Club Inc. was formerly the Colac Lawn Tennis Tournament Club Inc. and the Colac Mallet Sports Club is the new name after the merger of the Colac Croquet Club Inc. with St. Andrew's Croquet Club.

Council Plan / Other Strategies / Policy

This renewal of the lease agreement is consistent with the Council Plan which notes Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.

Issues / Options

Specific issues regarding length of lease, fees and charges and exact title areas have been clarified throughout the lease renewal. The renewal of the lease has been undertaken in consultation with the lessees.

Proposal

It is proposed that Council accept this renewed lease and resolve to sign and seal the document.

Financial and Other Resource Implications

In the current lease Council endorsed that the Colac Lawn Tennis Tournament Club Inc. and the Colac Croquet Club Inc. would be charged \$2 per annum in recognition of the existence of this occupancy license being formally executed between Council and the clubs on the basis of the community service provided by the club.

The rent for the renewed lease remains at \$2.00 per annum.

Risk Management & Compliance Issues

All risk management and compliance issues are detailed in the individual lease agreements.

Environmental and Climate Change Considerations

There will be no environmental issues impacted upon as a result of the content and renewal of these lease agreements.

Community Engagement

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

To date both Clubs have been involved in the review and development of the new lease agreement through consultation. Further to endorsement of the proposed lease agreement the Clubs would be informed through formal notification via correspondence regarding the variation and renewal of this lease agreement.

Implementation

It is proposed that this agreement will be effective 1 July 2010.

Conclusion

This agreement has been updated for a 5 year term lease expiry.

The Colac Lawn Tennis Club and the Colac Mallet Sports Club continue to provide a valuable service to the community.

Attachments

1. Colac Lawn Sports Lease Agreement

Recommendation(s)

That Council sign and seal the Variation and Renewal of Lease for a five year period commencing 1 July 2010 between the Colac Otway Shire Council and the Colac Lawn Tennis Club Inc. and Colac Mallet Sports Club Inc.

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*VARIATION AND RENEWAL OF LEASE*

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**Landlord: Colac Otway Shire Council**

**Tenant: Colac Lawn Tennis Club Inc.  
and  
Colac Mallet Sports Club Inc.**

**Premises: Situated at Church Street, Colac**

CGP-125929-79-3-V1

THIS VARIATION AND RENEWAL OF LEASE made the \_\_\_\_\_ day of \_\_\_\_\_ 2010

BETWEEN the party or parties named in the schedule hereto as the landlord ("the landlord" which expression where the context so admits shall include the immediate reversioner or reversioners for the time being expectant upon the term hereby created) of the one part and the party or parties named in the said schedule as the tenant ("the tenant" which expression where the context so admits shall include personal representatives and licensed assigns) of the other part is supplemental to a lease ("the principal deed") dated with the date specified in the said schedule made between the parties hereto WITNESSES as follows:

1. Pursuant to the covenant in this behalf contained in the principal deed the landlord hereby leases unto the tenant ALL and singular the premises comprised in and leased by the principal deed (with such exceptions and reservations as are therein contained) To hold the same unto the tenant for the term specified in the said schedule from the date specified in the said schedule subject to the payment of a yearly rent of the amount specified in the said schedule such payment to be made on the same days and in the same manner as are expressed in the principal deed the first payment to be made on the day specified in the said schedule and subject to and with the benefit of such tenant's and landlord's covenants (including that for renewal) provisoes and conditions in all respects (including the proviso for re-entry) as are contained in the principal deed.

2. The landlord and tenant hereby covenant with each other that they will respectively perform and observe the covenants and stipulations contained in the principal deed as if the same had been repeated herein in full with such modifications only as are necessary to make them applicable to this Lease.

3. The landlord and tenant hereby covenant with each other that the principal deed shall be interpreted as though it contained one option for the tenant to renew the lease for a period of five years being the period of five years commencing 1 July 2010.

4. The parties acknowledge that if any covenants provisoes or conditions of the principal deed or of this Lease contravene the Retail Leases Act 2003 then it is their intention that such covenant proviso or condition shall be severed from the principal deed or this Lease and that the principal deed and this Lease are to otherwise continue in full force and effect.

IN WITNESS whereof these presents have been executed as a deed the day and year first before written.

CGP-125929-79-2-V2



- 2 -

**THE SCHEDULE ABOVE REFERRED TO**

- 1. THE LANDLORD :  
Colac Otway Shire Council of 2-6 Rae Street, Colac 3250
- 2. THE TENANT :
  - 2.1 Colac Lawn Tennis Club Inc. (formerly Colac Lawn Tennis Tournament Club Inc.)
  - and
  - 2.2 Colac Mallet Sports Club Inc. (renamed from Colac Croquet Club Inc after the merger of Colac Croquet Club Inc with St. Andrew's Croquet Club)
 both of Church Street, Colac 3250
- 3. THE DATE OF THE PRINCIPAL DEED :  
27 June 2001
- 4. THE TERM OF THIS RENEWED LEASE :  
5 years
- 5. THE COMMENCING DATE OF THIS RENEWED LEASE :  
1 July 2010
- 6. THE RENT FOR THE TERM OF THIS RENEWED LEASE :  
\$2.00 per annum (but subject to Clause 4(7) of the principal deed)
- 7. THE DATE FOR THE FIRST PAYMENT OF RENT FOR THE TERM OF THIS RENEWED LEASE :  
1 July 2010

THE COMMON SEAL of Colac Otway )  
 Shire Council was hereto affixed in )  
 accordance with its Local Law No. 4: )

.....  
 Chief Executive Officer

THE COMMON SEAL of Colac Lawn )  
 Tennis Club Inc. was hereto affixed by )  
 Authority of the Committee in the presence of: )

..... Member

..... Member

CGP-125929-79-2-V2

- 3 -

THE COMMON SEAL of Colac Mallet )  
Sports Club Inc. was hereto affixed by )  
Authority of the Committee in the presence of: )

..... Member

..... Member

CGP-125929-79-2-V2

**COPY**

COLAC OTWAY SHIRE  
- 5 JUN 2001  
RECEIVED

COLAC-OTWAY SHIRE COUNCIL

TO

COLAC TENNIS TOURNAMENT CLUB INC  
&  
COLAC CROQUET CLUB INC

---

LEASE

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THIS LEASE made the 27<sup>th</sup> day of June Two thousand 07.

BETWEEN:

COLAC-OTWAY SHIRE COUNCIL of 2 - 6 Rae Street Colac ("the Council") and

COLAC TENNIS TOURNAMENT CLUB INC A0036441U of Church Street, Colac and COLAC CROQUET CLUB INC A0026871N of Church Street, Colac ("the Tenants")

WITNESSETH as follows:

1. In consideration of the rent and the covenants by the Tenants hereinafter reserved and contained the Council hereby demises to the Tenants All Those pieces of land ("the premises") being the land as described in Certificates of Title Volume 5248 Folio 513 Volume 6306 Folio 170 Volume 8192 Folio 537 and the balance of the land remaining untransferred in Certificate of Title Volume 4842 Folio 287 situated Church Street Colac together with the improvements thereon TO HOLD unto the Tenants for a term of ten years commencing 1 July 2000 and expiring 30 June 2010 paying therefor during the term (and proportionately for any fraction of a year) the rent, subject to Clause 4(7), of two dollars a year payable yearly in advance if and when demanded by the Council.

2. The Tenants hereby covenant with the Council to:

- (1) provide to the Council an Agreement ("the Agreement") between the Tenants in form acceptable to the Council providing for their respective responsibilities and entitlements in relation to the use and maintenance of the the grounds and their equipment, access to and use of the rooms and carparks, contributions to ongoing utility costs and consumables and such other matters as the Tenants respectively require to be provided for in the Agreement; and
- (2) observe and perform the provisions and stipulations contained in Schedule A hereto.

3. The Council hereby covenants with the Tenants that:

(1) the Tenants observing and performing the provisions of the Agreement and the provisions and stipulations contained in Schedule A hereto shall peaceably hold and enjoy the leased premises during the tenancy without any interruption by the Council or any person rightfully claiming under or in trust for it.

(2) (a) If the Tenants:

(i) have paid the rent if and when demanded during the lease;

(ii) have not breached the lease seriously or persistently; and

(iii) do not notify the Council according to this paragraph, then subject to this paragraph, at the end of the lease, the Council will be deemed to have granted and the Tenants to have taken a further lease of the premises for a term of ten years with the provisions set out below in this paragraph.

(b) A notice that the option is not to be exercised:

(i) must state clearly that the Tennats (or either of them) do not wish to take a further lease of the land according to the option contained in the lease; and

(ii) must be served not earlier than six months and not later than three months before the end of the term of the lease;

(c) The provisions of the further lease will be the same as the provisions of this lease, with the following exceptions:

(i) the new lease will begin immediately after the end of the term of this lease;

(ii) the rent at the commencement of the new lease will be the rent for the preceding year;

- (iii) the renewed Lease will not provide for an option for a further term.
- (3) The Tenants (or either of them) may retain any licence which either of them may now or with the Council's consent hereafter hold under the Liquor Control Act.
- 4. Provided Always and it is agreed as follows:
  - (1) The Council may forthwith determine the tenancy hereby created without prejudice to the Council's rights and remedies in respect of any such breach if:
    - (a) the reserved rent or any part thereof shall be in arrears for twenty-one days (after legal demand); or
    - (b) there is a breach of any stipulation or provision contained in Schedule A which continues for fourteen days after notice thereof given by the Council to the Tenants; or
    - (c) the Tenants shall cease to exist; or
    - (d) the Tenants vacates the premises without the approval of the Council, which approval shall not be unreasonably withheld, for a continuous period in excess of two (2) months.
  - (2) The Tenants may not remove on the termination of the tenancy all or any buildings structures or fixtures placed on the premises by it.
  - (3) Any notice required to be given to the Tenants shall be duly served if sent by post in a prepaid letter addressed to the Secretary of the Tenants at the premises and any notice to the Council shall be duly served if sent in like manner addressed to it at its address as aforesaid. Any such notice shall be deemed to have been received on the day on which it ought in due course of post to have been delivered.
  - (4) If the premises shall be destroyed or damaged whether by fire or otherwise so as to be unfit for occupation or use the Tenants may forthwith by notice in writing to the Council:

(a) determine this lease; or

(b) shall be entitled to a reduced rental during the period the premises are unfit for occupation or use provided the notice also specifies that the Tenants intends reinstating the premises and the Tenants substantially effects the reinstatement within twelve months of the date of giving the notice

And if any dispute shall arise as to whether such notice was properly given the same shall be determined under and in accordance with the Commercial Arbitration Act 1984, as amended or re-enacted. If the premises are not substantially reinstated during the period of twelve months then this lease may be determined by the Council.

The Council shall not be obliged to reinstate the premises if they are substantially or totally destroyed by fire.

(5) The Tenants will take out and keep in force in the joint names of the Council and the Tenants a public risk policy with an Insurance Office approved by the Council (such approval not to be unreasonably withheld) in respect of liability for injury to any person or loss of or damage to any property (including without being limited to the person or property of any one of them the Council the Tenants and the servants agents customers invitees and licensees of the Council or the Tenants) caused by or arising out of any act or omission by the Council or the Tenants or the servants agents customers invitees or licensees of either of them in or about or in relation to the leased premises or the condition or state of repair thereof or the business carried on therein or therefrom in the sum of not less that Ten Million dollars and which policy is to include an Indemnity Clause in favour of the Council AND that the Tenants will punctually pay all the premiums payable in respect of the said public risk insurance at least seven days before the same become due and payable and will produce on demand to the Council or the Council's agent the

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policy for such insurance and the receipt for the premium payable thereunder for the then current year.

- (6) The Tenants will take out and keep in force in the joint names of the Council and the Tenants a policy of insurance with an Insurance Officer approved by the Council (such approval not to be unreasonably withheld) to insure and to keep insured the demised buildings from loss or damage by fire flood lighting storm tempest earthquake riot civil commotion explosion malicious damage impact of vehicles or aircraft or articles dropped therefrom to the full replacement cost of the said buildings and to pay all premiums necessary for that purpose before the same shall become due and whenever required to produce to the Council the policy of insurance and the receipt for the current year's premium and (unless in the case of destruction or damage by fire any moneys payable under a policy shall be refused payment by reason of any act or default of the Tenants or the servants or agents of the Tenants) to cause all moneys received by virtue of any such insurance together with such other sums as may be required to be forthwith laid out in rebuilding or re-instating the said buildings so that the same may be as commodious and convenient in all respects as they were before the destruction or damage took place.
- (7) If the Tenants assign or sublet the premises or any part of it to any person or entity and, in the unfetterd discretion of the Council, the Council is of the opinion that the assignee or the sub-tenant, as the case may be, will not use the premises as assigned or the part sub-let, as the case may be, for the Primary Purposes as herein defined then the Council may demand that the rental for the premises as assigned or the part sub-let, as the case may be, be redetermined and the rental from the date of assignment or sub-letting for the premises as assigned or the part sub-let, as the case may be, will be the market rent of the premises as



assigned or the part sub-let, as the case may be, at that time as agreed between the Council and the assignee or sub-tenant, as the case may be; but if they are unable to agree within one month of the date of assignment or sub-letting, as the case may be:

- (i) the Council and the assignee or sub-tenant, as the case may be, may each appoint a valuer to decide the market rent;
- (ii) when the first party to appoint a valuer notifies the other party of the appointment and the identity of its valuer, the other party must, not later than 14 days after that time, appoint its valuer and notify the first-mentioned party of the appointment and of the identity of its valuer, and it is essential to comply with this time limit;
- (iii) if only one valuer is appointed and notified to the other party within time, that valuer alone will decide the market rent;
- (iv) if each party appoints a valuer, the valuers must try to decide the market rent jointly;
- (v) if each party appoints a valuer and the valuers have not decided the market rent jointly within thirty days from the date of appointment of the valuer last appointed, each valuer will separately decide the market rent and notify the other valuer of his or her determination;
- (vi) when the first valuer to decide the market rent notifies the other valuer of his or her determination, the other valuer must notify the first valuer of his or her determination within seven days after being notified, and it is essential to comply with this time limit;

- (vii) the rent as from the date of assignment or sub-letting will be:
  - (A) if only one valuer has decided the market rent or has notified the other valuer of his or her determination within time, the market rent decided by that valuer;
  - (B) if both valuers have jointly decided the market rent, the market rent decided by them; or
  - (C) if both valuers have separately decided the market rent, the average of the market rents decided by them.
- (8) The Tenants shall have the right at its expense to make repairs and carry out reasonable maintenance to the building on the premises including the roof and roof guttering and the downpipes and the external walls and windows.
- (9) The Tenants may determine the tenancy hereby created at any time by giving one month's notice in writing to the Council.

EXECUTED AS A DEED.

SCHEDULE A

Obligations of the Tenants

- 1.1 To pay when due all gas electricity telephone water and sewerage charges.
- 1.2 To keep and maintain the gardens and grounds of the premises in reasonable order and condition.
- 1.3 To keep the buildings on the premises in the same condition as at the commencement of the term (fair wear and tear excepted) or as altered or modified in accordance with the provisions of the lease and properly cleaned repaired and maintained.

- 1.4 To keep the buildings on the premises free of rubbish and keep all waste in proper receptacles and arrange for its regular removal.
- 1.5 To replace all cracked or broken glass with glass of similar quality.
- 1.6 To immediately repair or replace all defective or missing services lights doors windows fastenings locks and keys.
- 1.7 To maintain in proper working order all drain toilets sinks gutterings and pipes.
- 1.8 To promptly give notice in writing to the Council of any damage to or defect in the premises or any of its services and of the service by any Authority of any Notice or Order affecting the premises.
- 1.9 To permit the Council and its agents and workmen if necessary with equipment to enter the premises during normal business hours upon reasonable notice and in cases of emergency at any time :-
  - (I) To inspect the premises;
  - (II) To carry out any repair or alteration; and
  - (III) To comply with any notice or order of any competent authority.
- 1.10 To take all reasonable precautions required by law against fire but the Tenants shall not be liable to make structural alterations or install equipment.
- 1.11 To keep the driveway in reasonable order and repair so as to provide proper access for vehicles.
- 1.12 Not do or allow anything which may cause nuisance damage or disturbance to the Council or the owners or the occupiers of adjacent premises.
- 1.13 Not do or allow anything which may result in any insurance on any buildings becoming void or voidable, or any claim being declined or any premium being increased.

- 1.14 Not keep or use chemicals flammable liquids or other hazardous materials on the premises other than any as may be required for the purposes for which the Tenants uses the premises and only if any safety precautions recommended by the manufacturer and/or the supplier are complied with.
- 1.15 Not make any alterations or additions to the premises except in accordance with the Council's consent which may be given or withheld at the Council's discretion save that the Tenants may instal without the Council's consent any fixtures or fittings reasonably required for the permitted use.
- 1.16 Not interfere with any of the services in or to the premises except in an emergency.
- 1.17 To pay during each year of the term all outgoings affecting the premises including all rates charges taxes (including any Goods and Services Tax so that any rent or other amount receivable by the Council is nett of any tax) and other liabilities payable on the premises and any special rates or charges imposed by any Statutory Authority or Public Utility and in so far as necessary the Tenants shall join with the Council ensuring that the premises are separately metered or charged.
2. To use the premises in a fair and reasonable manner and keep and at the end thereof deliver up the premises to the Council in good repair as at present or as hereafter improved or modified by the Council or, with its consent, by the Tenants (fair wear and tear excepted) with the glass all whole in the windows and doors and the locks and keys and doors and door fastening and sewage connections and sanitary and other fittings and conveniences thereto belonging in good order except as aforesaid.
3. Not to assign underlet or part with the possession of the leased premises or any part thereof without first obtaining the written consent of the Council.

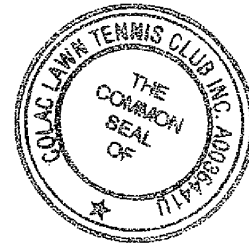
4. Not to make any alterations in or additions to the demised buildings or other structures on the premises except such as shall be approved of as to site dimensions or otherwise by the Council or its surveyor after submission to the Council by the Tenants of the proposed plans and specifications thereof or otherwise permitted by the Lease.
5. To use the premises for the:
  - 5.1 Primary Purposes of Tennis Club and Croquet Club facilities for the recreation or entertainment of residents of the municipal district;
  - 5.2 other purposes as sanctioned from time to time by the Council (but not limited to its use for other games or recreations) that complies with the zoning and, if required, any applicable legislation, permit, local law or licence.
6. To comply with the zoning and any permit or local law of the Colac-Otway Shire Council relating to the premises.
7. To deliver up the premises at the termination of the tenancy in a condition consistent with the foregoing provisions.
8. To pay:
  - 8.1 the Council's costs of and incidental to the preparation and stamping of this lease and of any assignment or sub-tenancy; and
  - 8.2 the stamp duty on this lease and of any assignment or sub-tenancy.
9. To notify the Council of any hazards or items of concern which may result in liability to the Tenants or to the Council or in damage to the premises.
10. To comply with their respective Association's Rules.

THE COMMON SEAL of the COLAC-OTWAY )  
SHIRE COUNCIL was hereto affixed in )  
accordance with its Local Law No 4. )



*Helen Prater* ..... Councillor  
..... Councillor  
..... Chief Executive Officer

THE COMMON SEAL of COLAC TENNIS )  
TOURNAMENT CLUB INCORPORATED )  
A0036441U was hereunto affixed by )  
authority of the Committee in the )  
presence of:- )



*John* President ..... Member  
*Ken* Treasurer ..... Member

THE COMMON SEAL of COLAC CROQUET )  
CLUB INCORPORATED A0026871N was )  
hereunto affixed by authority of )  
the Committee in the presence of:- )

*Lillian* ..... Member *Helen Prater*  
A0026871N  
*Donna Hoare* ..... Member *Ken*  
A0026871N

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DATED

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COLAC OTWAY SHIRE

- AND -

COLAC TENNIS TOURNAME  
CLUB INCORPORATED AND COL  
CROQUET CLUB INCORPORATED

LEASE

Messrs. Sewells  
Solicitors  
199 Murray Street  
COLAC 3250

REF: Mr. D.A. Casey

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**OM102605-3****DRAFT BUDGET 2010-2011**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Brett Exelby                   | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN00392     |

**Purpose**

In accordance with Section 127 of the *Local Government Act 1989* (the Act) and Regulation 8 of the *Local Government (Finance and Reporting) Regulations 2004* (the Regulations), Council is required to conduct a statutory process prior to adopting the Proposed Annual Budget for 2010/11.

The proposed budget has been prepared in accordance with the requirements of *the Act* and the Best Practice Guidelines, which is a best practice guide for reporting local government budgets in Victoria. It is aimed at providing local government with definitive guidance on best practice budget reports and is based on real examples relevant to local government in Victoria.

This report recommends that Council resolve to prepare the proposed Budget for 2010/11 in accordance with Section 127 of the Act and give the required public notice pursuant to Section 129 of the Act.

**Declaration of Interests**

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

**Background**

The proposed Budget is an essential planning and resource tool produced by Council each year and is vital to the ongoing operational and financial viability of Council. It sets out the expected income and expenditure of both operational and capital activities for the coming year and also incorporates Council's rating strategies.

The budget is a major component in ensuring the accountability of Council's operations and in line with good governance it forms part of the public accountability process and reporting that includes:

- The Council Plan
- The Strategic Resource Plan
- The Annual Budget
- Internal and External Audit
- Annual Report

The 2010/11 budget has been developed over many months of thorough and comprehensive review. The Councillors, together with staff, have analysed both financial and non-financial information to ensure that the budget delivers on Council's objectives and meets, where fiscally responsible, the services that our community deserves and requires.

The annual budget process has involved:

- o Development of budget requests;
- o Analysis of funding options;
- o Review of the fees and charges;
- o Review of the various business plans;

- Review of the Council's services; and
- Review of the capital and project works.

The many financial challenges facing Council and the community are included in the draft Strategic Resource Plan for the period 2010-2014. These include challenges such as:

- Ageing infrastructure and backlog of asset renewal;
- Extensive local roads system;
- Funding of capital expenditure investment;
- Environmental obligations, including climate change;
- Maintaining operating surpluses;
- Demands on existing liquidity levels;
- Managing financial risks prudently in regard to debts, assets and liabilities;
- Development of rating policies that provide reasonable stability and equity in the level of the rate distribution; and
- Financial capacity to fund major infrastructure projects.

Council has further set goals of:

- Ensuring the asset renewal capital commitments are met in real terms for each year;
- Achieving consistent and sustainable operating surpluses;
- Achieving strong, prudent capital and liquidity positions;
- Ensuring cash balances exceed identified cash reserve levels;
- Ensuring funding is available to meet the Council's current and future environmental obligations;
- Ensuring funding is available to meet Council's current and future accommodation obligations; and
- Reviewing Council's fees and charges on an annual basis for equity and fairness.

These goals will:

- Meet the strategic objectives proposed by the Council Plan;
- Continue to address the infrastructure funding gap issues of Council;
- Provide a reasonable degree of consistency and stability in the level of rates burden; and
- Enhance the longer-term financial viability and sustainability of Council.

The budget document appended to this report provides detailed information with regard to major impacts for 2010/11. It also provides details with regard to Council's financial management principles to ensure a financially sustainable future.

The budget proposal is for an increase in the average rates and charges, per assessment, of 8.0%. This increase enables Council to continue to deliver existing services and deliver a number of key initiatives and projects. The proposed budget is also designed to deliver an operating surplus to fund the capital work activities of Council.

The basis of sound financial management includes the principles for achieving operating surpluses, ensuring adequate liquidity and maintaining long term solvency. All of which are considered along with increasing demands placed upon local authorities, such as Colac Otway Shire, by the State Government and the needs of local communities. Council continues to actively lobby state and federal governments, along with other industry bodies, for increasing recognition of the burdens placed upon ratepayers. The financial stress is most evident on rural municipalities that are struggling to meet existing demands on services and maintaining infrastructure renewal without additional burdens being foisted upon already stressed communities. Councillors and officers will continue to actively seek tangible recognition, in the form of additional financial support.

**Council Plan / Other Strategies / Policy**

The 2010/11 Budget has been prepared in line with the Council Plan and is guided by priorities outlined in key strategic documents – the Council Plan and Strategic Resource Plan.

The 2010/11 Budget reflects Council's commitment to achieving progress against Council's Key Result Areas:

- Leadership and Governance
- Physical Infrastructure and Assets
- Land Use and Development
- Environmental Management
- Economic Development
- Community Health and Wellbeing

The 2010/11 Draft Budget was prepared in accordance with the requirements of the *Local Government Act 1989*.

The Budget is a critical planning and resource tool of Council and is vital to the ongoing operational and financial viability of Council. It sets out the expected income and expenditure both operational and capital for the coming year and also incorporates Council's rating strategy.

**Issues / Options**

There are a number of key activities and changes included within the 2010/11 Budget which have had significant impact on the level of funds required by Council.

- (a) The *Environmental Protection Amendment (Landfill Levies) Bill 2010*, as presented to the Victorian Parliament in April 2010, is intent on imposing upon all Victorian communities additional or increased levies related to landfills. For the Colac Otway Shire, this means an additional \$121,000 will be imposed upon the existing charges in place. The Victorian Government is further expected to increase the levy substantially over the coming years.
- (b) There has been operational and service growth within the organisation in an effort to keep pace with the increasing demands placed upon Council by the various levels of government and our community. Such demands have required additional resources in the areas of finance and customer services, health and community services, school crossing supervisors and importantly in the area of fire and emergency services. In response to the Royal Commission and in recognition of the need to have a single co-ordinating section for any emergency responses, Council has enhanced its fire prevention activities to include a holistic approach to emergency management. Resources have also been added in other areas of Council's operations where pressure points have been identified.
- (c) There has been a budgeted increase of \$104,000 in Council's contribution to the Corangamite Regional Library Service. This includes funds to implement Council's decision to provide a library annexe or Sub-Branch of the Colac Library as well as an additional one day's service to the Apollo Bay Library.
- (d) The budget maintains the focus on the elimination of the Infrastructure Renewal Gap. The Infrastructure Renewal Gap is the difference between what we should spend on renewal of roads and other assets as they reach the end of their useful lives and what we do spend. In 2004/05 the infrastructure renewal gap for the year was almost

\$5 million. Through Council's financial discipline and responsible decision making, Council will continue to allocate 100% of the funds needed to meet our infrastructure renewal target, providing a more sustainable base for Council's long term operations.

- (e) The growth in services and facilities over the past decade are a reflection of the positive development of the Colac Otway Shire. Council has prepared a Budget for the 2010/11 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Any increases have been carefully considered against the Council's obligations to deliver existing services and to meet Council's statutory and regulatory obligations. The budget document provides information about rates, cash and investments, the operating result, borrowing levels, financial position, capital works and the financial sustainability of Council.

### **Rating and Valuations**

In preparing the budget Council has revalued all properties in the Shire in accordance with its statutory obligations. The revaluation has meant an overall increase in property values of approximately 4.9% over last year's valuation and as a result, the increase in the rate in the dollar for all rating categories has been reduced. Council's total rates and charges will increase to \$20.4 million (including supplementary rates) to enable the delivery of services and infrastructure to the community.

The budget proposal is for an increase in the average rates and charges (excluding supplementary rates) of 8% for the 2010-11 financial year.

The combined 2009-10 Rates and Charges bill per assessment was \$1,307. The average for 2010-11 is forecast to be \$1,411, being a \$104. or an 8% increase on 2009-10.

As it is a revaluation year the amount of the rate increase will not be consistent across all properties with some properties experiencing a higher increase in the valuation than others.

As a result of the revaluation, the Colac Residential (rate all other rates are based upon) is proposed to be 0.003423 in the dollar which is a 5.9% increase from 2009-10.

### **Proposal**

That Council give public notice of the proposed 2010-11 draft budget and put out for public submissions.

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

Refer budget document.

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

Local Government Act 1989:

- Section 127 – "Council must prepare a Budget"
- Section 129 – "Public Notice"
- Section 130 – "Adoption of Budget or Revised Budget"
- Section 223 – "Right to make submission"

Local Government (Finance and Reporting) Regulations 2004:

- Regulation 8
- Regulation 9

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

Not applicable.

### **Community Engagement**

In releasing the budget for public consideration, Council encourages comments and submissions on the financial strategies contained within the Budget document.

Section 223 of *the Act* requires that the Budget be available for comment for a period of at least four (4) weeks. A consultation period of six (6) weeks is proposed to enable the community the opportunity to comment on the Budget proposal.

It is important that the budget is adopted as near as practicable to the commencement of the financial year. Ideally the budget should be adopted prior to the commencement of the year to which it relates. This ensures that Council is authorised to function adequately and within defined budgetary constraints from the commencement of the financial year.

The timelines proposed for approval 'in principle' of the 2010/11 Annual Budget, public consultation, consideration of submissions and adoption of the 2010/11 Annual Budget at the Council meeting on 28 July 2010 will be later than most councils.

Advertisements will be placed in the local papers advising the community that documents are available for viewing on Council's website, and will also be available from Council's Service Centres on Friday 28 May 2010.

Submissions can be made in writing by Friday 9 July 2010 and Council will consider any submissions received at a Special Council Meeting Wednesday 14 July 2010 prior to the final Budget being adopted on Wednesday 28 July 2010.

Anyone wishing to be heard in support of their submission needs to advise Council of their intention to do so in the written submission provided by Friday 9 July 2010.

### **Implementation**

Advertisements will be placed in the local papers advising that documents are available for viewing.

### **Conclusion**

The draft budget has been prepared over a considerable period of time, with significant commitment from Councillors and staff. The draft budget is a fiscally responsible document based on maintaining service delivery within the Shire and an increase in the average rates and charges per assessment of 8.0%.

The outcomes from the proposed 2010/11 Budget are:

- Achieving the objectives of the Council Plan;
- Maintenance of a strong financial position, fully backing our reserves, with a budgeted working capital ratio of 206% at 30 June 2011;
- Operating expenditure to the value of \$34.8 million;
- Operating revenue to the value of \$43.2 million;
- Maintenance of the range and level of services in the operating budget;
- Proposed delivery of a capital works programme in the order of \$16.64 million, including \$7.9 million focussed on the renewal of infrastructure;
- Estimated rates and charges of \$20.4 million, including an average increase in rates and charges per assessment of 8.0%;
- Proposed completion of the current round of approved borrowings at \$1.1 million; and
- Debt will increase to a total of \$4.78 million at 30 June 2011.

**Attachments**

1. Draft Annual Budget 2010/11

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

1. ***Recognise that the 2010/11 Draft Budget annexed to this resolution be the Budget prepared by the Council pursuant to Section 127 of the Local Government Act 1989.***
2. ***Authorise the Chief Executive Officer to:***
  - a. ***Give public notice of the proposed Budget in accordance with Section 129 (1) of the Local Government Act 1989: and***
  - b. ***Make available for public inspection a copy of the proposed budget in accordance with Section 129 (3) of the Local Government Act 1989.***
3. ***Calls for written submissions in accordance with Section 223 of the Local Government Act 1989 on the proposals contained in the 2010/11 budget. Written submissions will be accepted for a 6 week period until 5:00pm Friday 9 July 2010.***
4. ***Hears any person who wishes to be heard (either personally or by a person acting on their behalf) in support of a submission received in relation to the proposed budget at a Special Council Meeting on Wednesday 14 July 2010 at 1:00pm.***
5. ***Proposes that the rates in the dollar for each type of rate to be levied (expressed in "cents in the dollar") for the period commencing 1 July 2010 and concluding on 30 June 2011 are:***

***Residential – Colac, Colac East, Colac West, Elliminyt***      ***\$0.3423***

***Residential – Balance of Shire***      ***\$0.2910***

***Rural – Farm***      ***\$0.2704***

***Holiday Rental***      ***\$0.3423***

***Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt***      ***\$0.5648***

***Commercial/Industrial – Balance of Shire***      ***\$0.4792***

***Other Charges:***

***Aire River Drainage Scheme***      ***\$0.20 per hectare***

***Tirrengower Drainage Scheme***      ***\$2.50 per hectare***

6. ***Proposes that a Municipal Charge of \$147 per each rateable property in respect to which a municipal charge can be levied for the period commencing 1 July 2010 and concluding on 30 June 2011.***
7. ***Proposes that a Waste Management Charge of \$245 be levied for the period commencing 1 July 2010 and concluding on 30 June 2011 for properties in areas receiving a weekly garbage collection service.***
8. ***Proposes that a Waste Management Charge of \$158 be levied for the period commencing 1 July 2010 and concluding on 30 June 2011 for properties in areas receiving a fortnightly or monthly garbage collection service respectively.***

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Colac Otway Shire Draft Budget 2010-2011



Colac Otway
SHIRE

COLAC OTWAY SHIRE

DRAFT ANNUAL BUDGET

2010/2011

For the year ended

30 June 2011

Colac Otway Shire Draft Budget 2010-2011

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OVERVIEW

Executive Summary

The 2010/11 Budget will enable Council to deliver on key community priorities. These include the replacement of kerbside bins across the shire, Major works to the Civic Hall, implementation of the Apollo Bay Harbour Master Plan, completion of the Apollo Bay Transfer Station, opening of the Colac Joint Use Library, continued rehabilitation of landfills to EPA standards, and a commitment to high quality service delivery in all service areas.

This budget maintains the focus on the elimination of the Infrastructure Renewal Gap. The Infrastructure Renewal Gap is the difference between what we should spend on renewal of roads and other assets as they reach the end of their useful lives and what we did spend, only six (6) budgets ago (2004/2005) the infrastructure renewal gap was almost \$5 million. Through Council's financial discipline and responsible decision making, Council will continue to increase funds allocated to meet our infrastructure renewal target, providing a more sustainable base for Council long-term operations.

This budget will also see the financial viability of Council improve. The dramatic growth in services and facilities over the past decade is positive for the growth and development of Colac Otway Shire. Council has prepared a Budget for the 2010/11 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Key budget information is provided below about the rate increase, cash and investments, operating result, borrowing level, financial position, capital works and financial sustainability of the Council.

The key features of the 2010/11 Budget are:

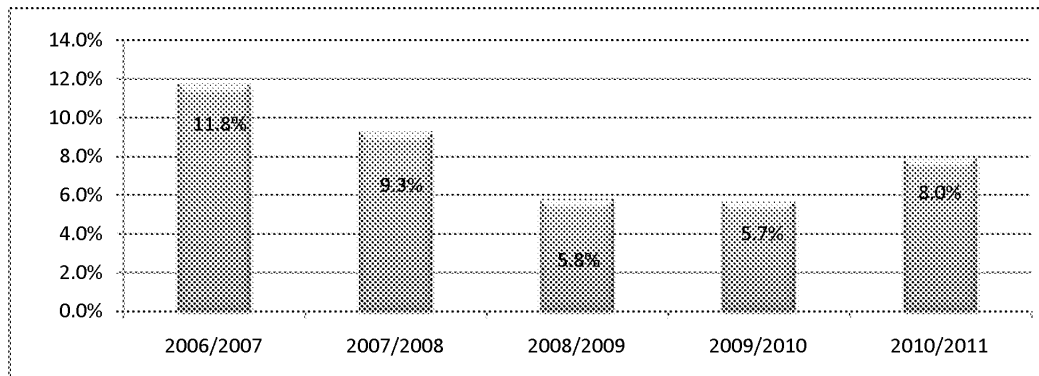
- An operating surplus achieved for the third consecutive year;
- Council continues to meet the Infrastructure Renewal Gap;
- The delivery of affordable rates – with an average rate increase of 8.0%;
- Numerous projects designed to enhance the community;
- Delivery of a strong capital works program; and
- An improved positive financial position.

This has been achieved within the parameters of:

- Increased cost shifting from all levels of government;
- Increases in the level of overall rate income;
- Careful monitoring of operating costs of service delivery;
- Increased demands and expectations by the community and other levels of government.

Colac Otway Shire Draft Budget 2010-2011

1. Rates



In the past two financial years Council has raised rates (above the state-wide average increases) to address the infrastructure renewal gap and to put the Council on a sound financial footing. With these tough increases now behind us, Council is able to deliver a rate increase in 2010/11 at similar levels to those reflected in other rural Councils.

In preparing the budget, Council has re-valued all properties in the Shire in accordance with its statutory obligations. The revaluation has meant an overall increase in property values across the shire of 4.9%. As a result Council has elected to limit the rate in the dollar change for all rating categories, so minimising the impact of the increasing property values.

It is proposed that general rates and charges increase by an average of 8.0% for the 2010/11 year. This equates to about \$20.43 million in both rates and charges, such as the waste management charge, and is in line with Council's rating strategy. Council's rates and charges are directed towards the maintenance of existing services and infrastructure and are the largest component of Council's revenue.

The impact on the average assessment for 2010/11 is expected to be an increase of \$104, bringing the total average rates and charges per assessment to \$1,411.

As it is a revaluation year the amount of the rate increase will vary from property to property depending upon the valuation change, with some properties experiencing a higher increase in valuation compared to others. As a result of the revaluation, the Colac Residential (Base Rate) is proposed to be 0.003423 in the dollar, which is a 5.9% increase on the previous year.

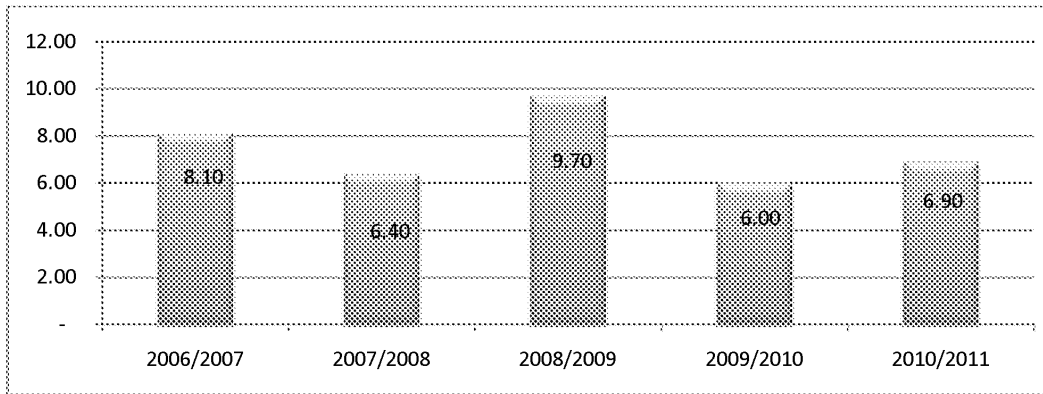
Economic Development and Tourism

The commercial and industrial rating categories incorporate an amount of \$340,000 towards economic development and tourism. This component of the commercial and industrial rate was introduced in the 2006/2007 budget and further refined in the 2007/2008 budget.

These funds offset the considerable funds that Colac Otway Shire spends on economic development and tourism by supporting industry development, visitor information centres, marketing brochures, economic development projects, small town improvement initiatives and promotion of the Shire. These initiatives aim to ensure Colac Otway Shire remains an attractive option for visitors to Victoria and the region.

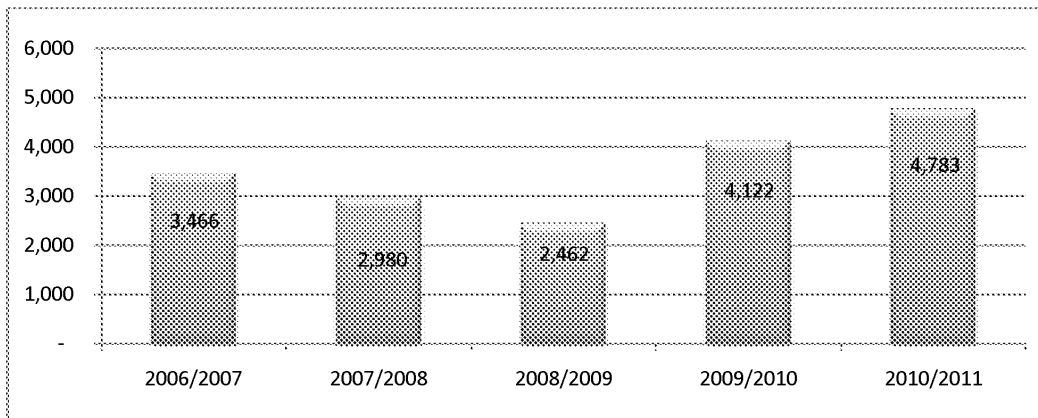
Colac Otway Shire Draft Budget 2010-2011

2. Cash and investments



As Council moves forward and completes outstanding capital works from the previous year and carries out the capital works programme carefully planned for the 2010/11 year, cash and investments are expected to marginally increase by \$0.9 million during the year to \$6.9 million. This result is seen in a positive light due to the expectation that the prior year and current year projects will be finalised in the 2009/10 year. The slight increase in cash and investments is in line with Council's strategic resource plan and our vision of a sustainable future.

3. Borrowing Level

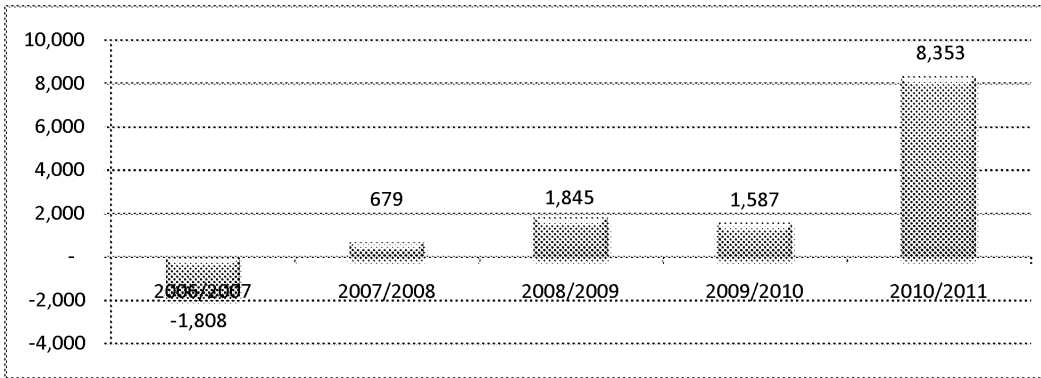


Council's current debt levels fall comfortably within the State Government's prudential ratio limits and are considered at a low level in comparison to similar large rural shires

The 2010/11 Budget does include additional borrowings of \$1.1 million for the year to finalise the current borrowings strategy in accordance with the 2009/10 Budget. Council's level of debt will increase to a figure of \$4.78 million. This level still allows Council considerable capacity for additional borrowings, should the need arise.

Colac Otway Shire Draft Budget 2010-2011

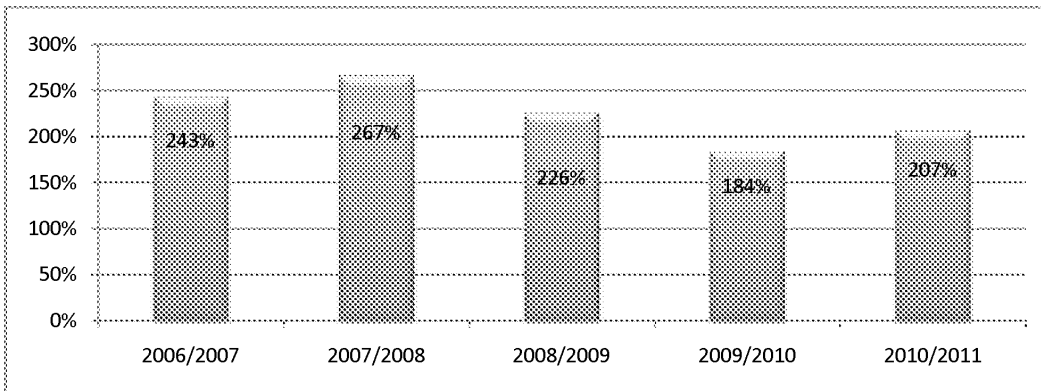
4. Operating result



The expected operating result for the 2010/11 year is a surplus of \$8.35 million, which is a considerable change from previous year results. The principle reason for the dramatic improvement is a number of substantial capital grants to support the development of the Bluewater Fitness Centre and the Civic Hall upgrade.

Council has in recent times made a concerted effort to improve the long term viability of Colac Otway Shire and to achieve a operating surplus in 2007/08, 2008/09 and 2009/10 illustrates the commitment of Council to redress the dependence on grant funding. The focus has been to rely more heavily upon "own source revenue", which means revenue that Council can obtain from rates, fees, charges, income from Council facilities and business units and other ongoing grant revenues. In the current environment, Council can ill afford to rely on both State and Federal government capital grants to fund Council's operations. This budget maintains the drive to reduce that reliance and to move forward towards a truly sustainable future for Council operations. Council will continue to vigorously seek grant opportunities however these opportunities should not fund core operating costs.

5. Financial position



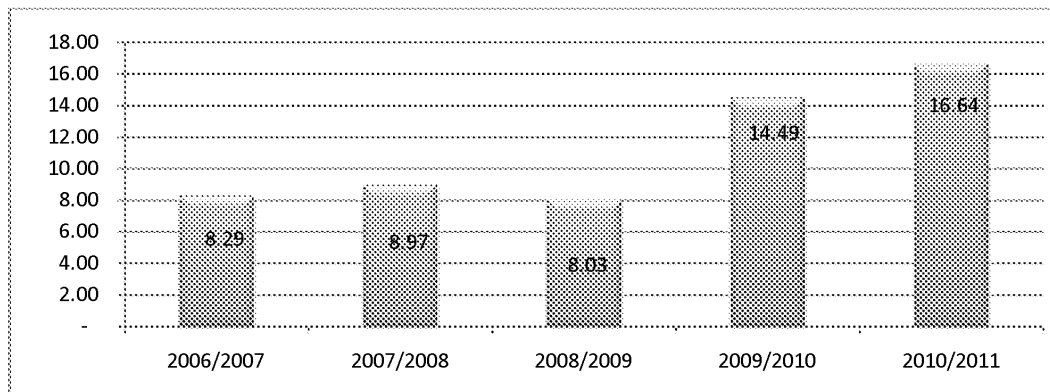
The financial position is measured by Council's working capital ratio (i.e. Current Assets over Current Liabilities) and refers to Council's ability to cover its immediate liabilities as they fall due. The Victorian Auditor General uses this ratio as one of the indicators of financial strength and uses a threshold of 150% and above as an indicator of very low risk. The Municipal Association of Victoria (MAV) recommends that Councils maintain a threshold of 200% in order to remain sustainable. Council has maintained a consistently high ratio over the years and it is

Colac Otway Shire Draft Budget 2010-2011

expected that this will continue into the future. This ratio is affected by increases and decreases in both current assets, such as cash and investments and current liabilities, such as interest bearing liabilities (loans).

Current Assets in 2010/11 are anticipated to move by some \$1.2 million over the year, so increasing the ratio. However, Current Liabilities are expected to also move as Council's debt level increases, so increasing the ratio marginally. These movements over the 2010/11 financial year will see Council's working capital ratio move from 184% to 207%.

6. Capital works

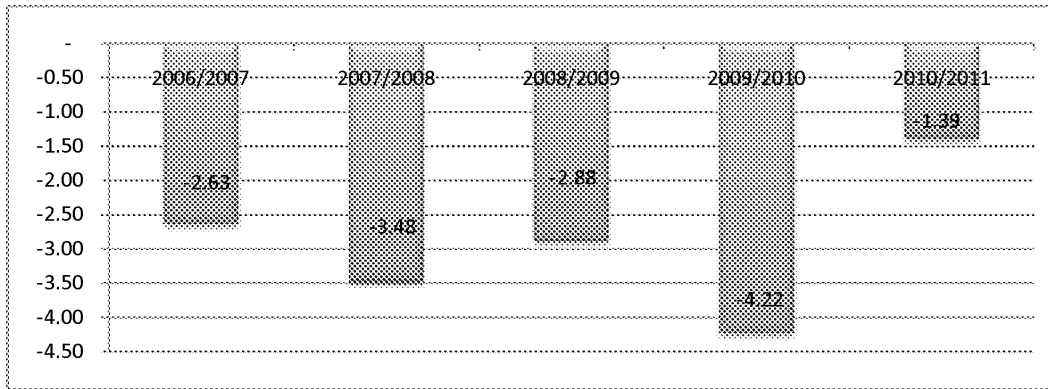


The capital works program is driven by the condition of Council's various assets, such as roads and streets, bridges, drainage, parks and gardens, buildings, footpaths and machinery and plant. As the condition of these assets varies, in that some age faster than others or are subject to more extreme weather conditions, the capital works program needs to be responsive to our assets condition. This may mean that in some years, the capital works program expands and in others it may contract, always keeping in mind Council's commitment to the elimination of the infrastructure renewal gap.

The capital expenditure program in 2010/11 has been set and prioritised based on a rigorous process of consultation and condition assessments that has enabled Council to assess needs and develop sound business cases for each project. This year's program includes a number of major projects including the Development of the Bluewater Fitness Centre Complex, upgrade of the Civic Hall, local road renewal works, completion of the Apollo Bay Transfer Station, upgrade of Old Beech Forest Road and Pipeline Road and bridge renewal works.

The capital works program for the 2010/11 year is expected to be \$16.64 million. Of the \$16.64 million of capital funding required, \$7.81 million will come from Council operations (own source revenue) and remaining \$8.83 million will be sourced from external grants and contributions.

7. Financial sustainability



Council's underlying result illustrates our long term reliance on capital related grant revenue; however a high level Strategic Resource Plan for the years 2010/11 to 2013/14 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. While the Plan projects that Council's operating result will continue to be in surplus by the 2013/14 year, the underlying result is a decreasing deficit over the four year period.

The underlying result mentioned is really about whether Council's "own source revenue" matches or exceeds Council's operational expenditure. In other words, can we fund all of what we do, with the revenue we make from rates, fees, charges and other ongoing income streams? This underlying result excludes any capital income or expenditure and only deals with the day to day services we deliver to the community and the maintenance of our assets. The result for 2010/11 is seen as a positive step towards the longer term goal of achieving a consistent underlying surplus.

In line with the Strategic Resource Plan, the 2010/11 Budget sees a relatively status-quo of the Victorian Auditor General financial viability indices as a result of a continued operating surplus, prudent debt levels and the level of capital works. The table below gives an indication of how the 2010/11 results may stack up against the financial viability indicators of the Victorian Auditor General. If these indicators are the long term average then Council would be considered to be in a strong financial position

| Victorian Auditor General – Indicators of financial viability | |
|---|------------|
| Indicator | Risk Level |
| Underlying Result Ratio | Medium |
| Liquidity ratio | Low |
| Self-financing Ratio | Low |
| Indebtedness Ratio | Low |
| Investment Gap Ratio | Low |

Colac Otway Shire Draft Budget 2010-2011

8. Service Delivery

The following provides information on the services and activities to be funded in the Budget for 2010/11 year based upon the service delivery units of Council.

| Service Delivery unit | Description | Expenditure
\$ | Income
\$ |
|---|--|-------------------|--------------|
| Chief Executive Office | | | |
| Chief Executive Office | <ul style="list-style-type: none"> • Executive Office • Public Relations & Marketing | 557,195 | - |
| Council | <ul style="list-style-type: none"> • Councillors • Elected Members support | 348,698 | - |
| Total Chief Executive Office | | 905,893 | - |
| Corporate and Community Services | | | |
| Corporate and Community Services Management | <ul style="list-style-type: none"> • Delegations • Freedom of Information • Library Services • Policies • Registers | 955,224 | -69,597 |
| Finance and Customer Services | <ul style="list-style-type: none"> • Customer & Support Service <ul style="list-style-type: none"> ○ Customer Service ○ Vic Roads • Financial Management Service • Financial Operations Service • Payroll Service • Revenue Service <ul style="list-style-type: none"> ○ Property & Rating ○ Revenue ○ Cemeteries | 1,820,870 | -24,283,219 |
| Health and Community Services | <ul style="list-style-type: none"> • Aged & Disability Services <ul style="list-style-type: none"> ○ Community Transport ○ Assessment ○ The Meeting Place ○ Home & Community Care ○ Senior Citizen Centres • Family & Children's Service • Kindergartens • Maternal & Child Health • Rural Access Program • Transport Connections • Public Health • Immunisation Operations • Health & Community Services Strategy & Projects | 3,332,764 | -2,701,075 |
| Information Services | <ul style="list-style-type: none"> • Geographical Information Systems • Information Management Service • Information Technology Services | 1,282,355 | -6,000 |

Colac Otway Shire Draft Budget 2010-2011

| Service Delivery Unit | Description | Expenditure
\$'000 | Income
\$'000 |
|--|--|-----------------------|--------------------|
| Organisation Support and Development | <ul style="list-style-type: none"> • Human Resources Management Service • Organisational Development Service • Risk Management Service • Insurances | 1,033,670 | -72,026 |
| Recreation, Arts and Culture | <ul style="list-style-type: none"> • Arts & Culture Service • Bluewater Fitness Centre • COPACC • Events Service • Other Leisure & Fitness Centres • Recreation Service | 2,679,959 | -1,185,786 |
| Total Corporate and Community | | 11,104,842 | -28,317,703 |
| Infrastructure and Services | | | |
| Infrastructure and Services Management | <ul style="list-style-type: none"> • Management | 267,382 | - |
| Capital Works Management | <ul style="list-style-type: none"> • Capital Works Management Service • Street Lighting | 786,118 | -5,000 |
| COSWORKS | <ul style="list-style-type: none"> • Depot Operations • Drainage Maintenance • Heavy Plant & Equipment • Colac Livestock Selling Centre Service • Parks & Reserves Maintenance • Road Maintenance <ul style="list-style-type: none"> ○ Bridge Maintenance ○ Footpath, Kerb & Channel Maintenance ○ Road Furniture ○ Roads Maintenance ○ Roadside Vegetation Control ○ Street Cleaning | 3,484,941 | -644,480 |
| Major Contracts | <ul style="list-style-type: none"> • Aerodrome Service • Apollo Bay Harbour Management • Light Fleet Operations • Major Contracts Service • Waste Management Service | 3,752,730 | -2,574,738 |
| Sustainable Assets | <ul style="list-style-type: none"> • Asset Development Operations • Council Facilities • Public Amenities | 895,916 | - |
| Total Infrastructure and Services | | 9,187,087 | -3,224,218 |

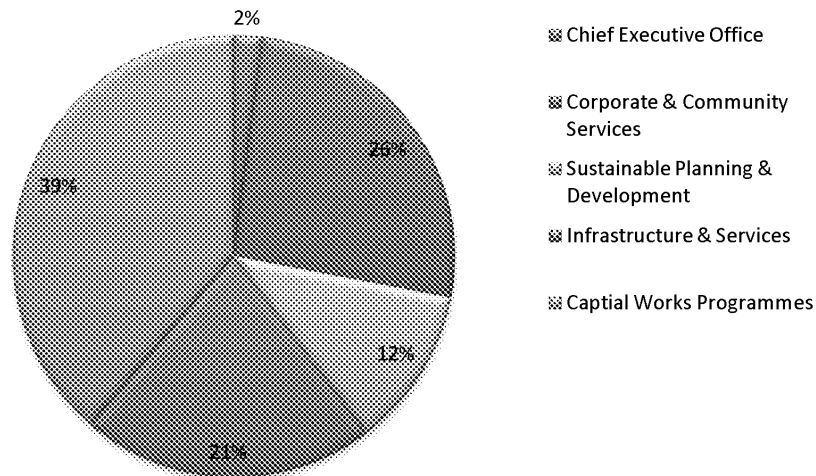
Colac Otway Shire Draft Budget 2010-2011

| Service Delivery Unit | Description | Expenditure
\$'000 | Income
\$'000 |
|--|---|-----------------------|--------------------|
| Sustainable Planning and Development Services | | | |
| Sustainable Planning and Development Management | <ul style="list-style-type: none"> • Management | 257,752 | - |
| Economic Development | <ul style="list-style-type: none"> • Business Promotion Operations • Community Support Service • Economic Development Operations • Tourism <ul style="list-style-type: none"> ○ Colac Visitor Information Service ○ GORVIC Information Service ○ Tourism Service | 1,591,220 | -399,754 |
| Environment and Community Safety | <ul style="list-style-type: none"> • Emergency Management • Fire prevention & Emergency Service • Environment Service • Local Laws <ul style="list-style-type: none"> ○ Animal Management Service ○ Animal Control Operations ○ Local Laws Service ○ School Crossing Supervision | 1,371,636 | -317,800 |
| Planning and Building | <ul style="list-style-type: none"> • Building Control Service • Statutory Planning Service • Strategic Planning Service | 1,798,548 | -612,200 |
| Total Sustainable Planning and Development | | 5,019,156 | -1,329,754 |
| Total | | 26,216,978 | -32,871,675 |

This budget has been developed from a delivery of services and maintenance of community infrastructure approach, whilst being mindful of doing so within a fiscally responsible and sustainable framework. There has been rigorous and lengthy development and discussion in the building of the 2010/11 Budget between all levels of Council and the positive steps taken move us forward towards a more sustainable future.

The chart following illustrates how the Council utilises the income it receives. The chart includes both operating and capital funding.

Colac Otway Shire Draft Budget 2010-2011



Budget processes

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the Act and Regulations.

The preparation of the budget begins with Officers preparing the operating and capital components of the annual budget during February and March. A 'proposed' budget is prepared in accordance with the Act and submitted to Council in May for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give at least 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted and a copy submitted to the Minister by 31 August each year. The key dates for the budget process are summarised below:

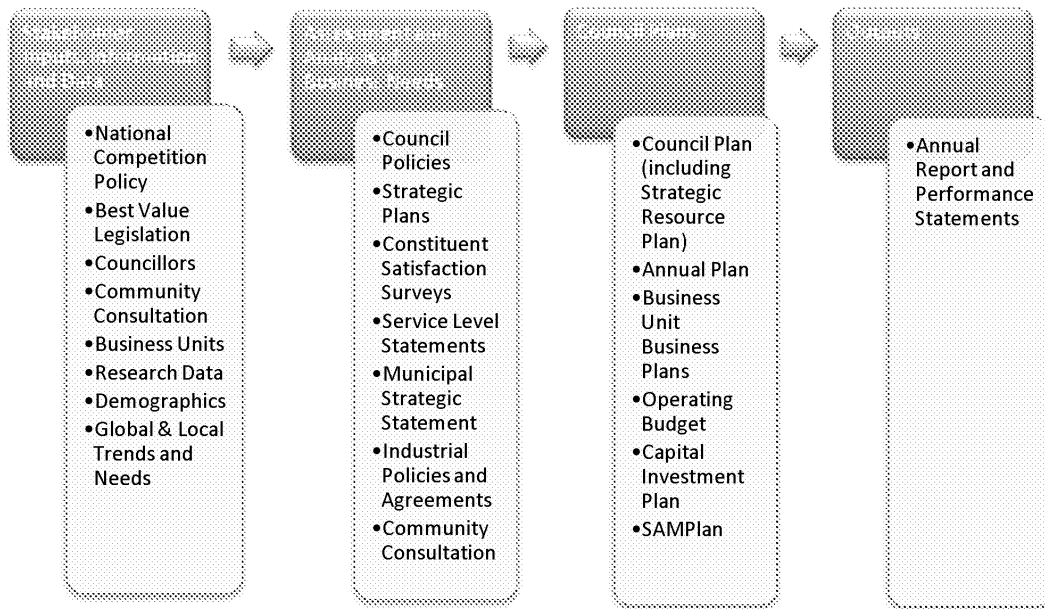
| Process Stage | Date |
|--|---------------|
| 1. Budget Submitted to Council for approval "in principle" | 26 May 2010 |
| 2. Public notice advising intention to adopt budget | 28 May 2010 |
| 3. Budget available for public inspection and comment | 28 May 2010 |
| 6. Public submissions period closes | 2 July 2010 |
| 7. Submissions considered by Council | 14 July 2010 |
| 8. Budget presented to Council for adoption | 28 July 2010 |
| 9. Copy of adopted budget submitted to the Minister | 2 August 2010 |

1. Linkage to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning framework. This framework guides the Council in identifying community needs and aspirations over the medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Audited Statements).

1.1 Strategic planning framework

The Strategic Resource Plan, included in the Council Plan summarises the financial and non-financial impacts of the objectives and strategies and determines the sustainability of these objectives and strategies. The Annual Budget is then framed within the Strategic Resource Plan, taking into account the activities and initiatives included in the Annual Budget which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the strategic planning framework of Council.



2. Budget Influences

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

2.1 External influences

In preparing the 2010/11 budget, a number of external influences have been taken into consideration, because they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- Grants Commission funding of \$5.3 million, an increase of approximately 5% on 2009/10 forecast;
- Recognition of the growth in costs both in current and future years of many of the Shire's contractual obligations through the impact of rising inflation and fuel costs;
- Government grants providing less than the full cost increases in services provided by Council under agreement with those governments. The formula used by government to index grants falls short of the actual cost increases for services such as library services, school crossing supervisors, home and community care and like services;
- Prevailing economic conditions which are expected to remain difficult during the budget period impacting on investment and growth; and
- Increasing legislative obligations imposed by State Government.

2.2 Internal influences

As well as external influences, there are also a number of internal influences which are expected to have a significant impact on the preparation of the 2010/11 Budget. These matters and their financial impact are set out below:

- Enterprise Bargaining Agreement (EBA) increase of 4.1%;
- Increased contribution of \$104,000 to the Corangamite Regional Library Corporation;
- Increasing demand on Services;
- Increasing requirement to fund Council's environmental obligations;
- Increase in Landfill Levy imposed by the Victorian government of \$121,000;
- Increasing requirements for waste management compliance; and
- The resourcing demands of service and expectation growth.

2.3 Budget principles

In response to these influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Real savings, re-prioritisation of funds and increases in revenue shall be redirected to the development of sustainable working capital reserves;
- Manage debt and maintain levels below prudential guidelines;
- Funding of known outstanding liabilities;
- Increase funding for infrastructure renewal in line with infrastructure renewal requirements;
- Grants to be based on confirmed funding levels;
- New revenue sources to be identified where possible;
- Review of fees and charges for equity and fairness; and
- Ensure no decrease in operational service levels.

2.4 Legislative requirements

Under the Local Government Act 1989 (the Act), Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Local Government (Finance and Reporting) Regulations 2004 (the Regulations) which support the Act.

The 2010/11 budget, which is included in this report, is for the year 1 July 2010 to 30 June 2011 and is prepared in accordance with the Act and Regulations. The budget includes standard statements being a budgeted Income Statement, Balance Sheet, Cash Flows and Capital Works. These statements have been prepared for the year ended 30 June 2011 in accordance with Accounting Standards and other mandatory professional reporting requirements and in accordance with the Act and Regulations. It also includes detailed information about the rates and charges to be levied, the capital works program to be undertaken and other financial information, which Council requires in order to make an informed decision about the adoption of the budget.

The 2010/11 budget, which is included in this report, is for the year 1 July 2010 to 30 June 2011 and is prepared in accordance with the Act and Regulations. The budget includes standard statements being a budgeted Income Statement, Balance Sheet, Cash Flows and Capital Works. These statements have been prepared for the year ended 30 June 2011 in accordance with Accounting Standards and other mandatory professional reporting requirements and in accordance with the Act and Regulations. It also includes detailed information about the rates and charges to be levied, the capital works programme to be undertaken and other financial information, which Council requires in order to make an informed decision about the adoption of the budget.

The budget includes consideration of a number of long term strategies to assist Council in considering the Budget in a proper financial management context. These include a Strategic Resource Plan for the years 2010/11 to 2013/14 (section 8.), Rating Strategy (section 9) and the Long Term Strategies (section 10) including borrowings and Asset Management (section 11).

Colac Otway Shire Draft Budget 2010-2011

BUDGET ANALYSIS**4. Analysis of Operating Budget**

This section analyses the operating budget including expected revenues and expenses of the Council for the 2010/11 year.

4.1 Operating Budget

The Budgeted Income Statement forecasts an operating surplus of \$8.35 million for the year ending 30 June 2011, against a forecast surplus of \$1.59 million for the 2009/10 year. The substantial change is primarily due to the high level of capital grants (\$6.5 million for two projects alone). Aside from those two large grants the results are relatively consistent and illustrate Council's commitment to the delivery of fiscally responsible infrastructure and services to the community.

This has been achieved within the parameters of:

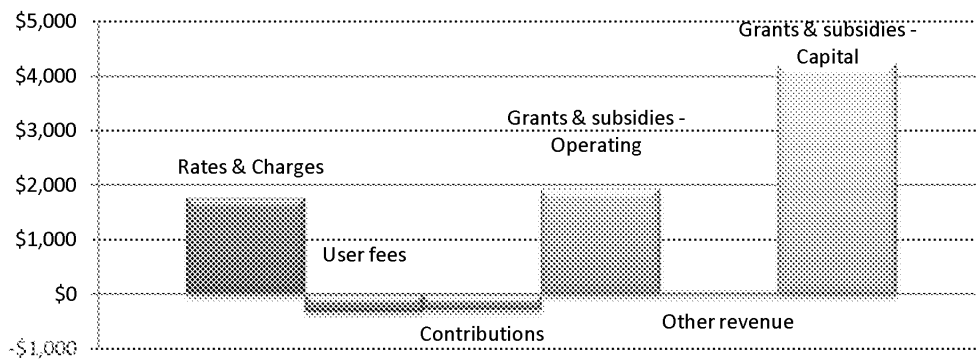
- Reduction in the level of operational grant funding;
- Increase in the level of overall rate income;
- Careful monitoring of operating costs of service delivery;
- Increased demands and expectations by the community and other levels of government.

4.2 Revenue

| Revenue Type | Ref | Forecast 2009/10 | Budget 2010/11 | Variance \$'000 |
|---------------------------------|-------|------------------|----------------|-----------------|
| Rates & Charges | 4.2.1 | 18,658 | 20,428 | 1,770 |
| User fees | 4.2.2 | 3,971 | 3,665 | -306 |
| Contributions | 4.2.3 | 1,189 | 916 | -273 |
| Grants & subsidies - Operating | 4.2.4 | 6,802 | 8,742 | 1,940 |
| Other revenue | 4.2.5 | 377 | 450 | 73 |
| Total operating revenues | | 30,997 | 34,201 | 3,204 |
| Grants & subsidies - Capital | 4.2.6 | 4,793 | 9,036 | 4,243 |
| Total capital revenue | | 4,793 | 9,036 | 4,243 |
| Total revenue | | 35,790 | 43,237 | 7,447 |

Colac Otway Shire Draft Budget 2010-2011

Figure 1: Variance from 2009/10 Forecast



4.2.1 Rates and charges

Rates & Charges are budgeted to increase by \$1.77 million over 2009/10 to a total of \$20.4 million for 2010/11 comprising,

- Rates \$16.1 million
- Waste management charge \$2.3 million
- Municipal charge \$2.0 million

A more detailed analysis of the rates and charges to be levied for 2010/11 can be found in Section 9.2 "Rating Strategy" and Appendix B – "Statutory Disclosures".

4.2.2 Statutory and user Fees

User fees relate to both statutory and user fees.

Statutory fees relate mainly to fees and fines levied in accordance with legislation and include animal registrations, Health Act registrations and parking fines. Increases in statutory fees are made in accordance with legislative requirements.

User fees or charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include separate rating schemes, use of leisure, entertainment and other community facilities and the provision of human services such as family day care and home help services. In setting the budget, the key principle for determining the level of user charges has been to ensure that increases do not exceed CPI increases or market levels.

User and statutory fees are projected to decrease by \$0.3 million over 2009/10 due to the continuing impact of the global financial crisis. Council plans to investigate user and statutory fees for all areas over the course of the financial year to maintain parity between user charges and the costs of service delivery.

A detailed listing of fees and charges is included in Appendix E of this Budget document.

4.2.3 Contributions

Contributions relate to monies paid by developers in regard to public resort and recreation, drainage and car parking in accordance with planning permits issued for property development.

Contributions are projected to decrease by \$0.3 million compared to 2009/10 due mainly to the completion of a number of major property developments within the municipality during the 2009/10 year.

4.2.4 Grants - Operating

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers and contributions from other parties towards property development costs. Overall, the level of operating grants has increased \$1.9 million compared to 2009/10.

Increases in specific operating grant funding reflect expected increased demand for these services. Council traditionally receives an increase in Victorian Grants Commission (VGC) funding results as recognition of the disadvantaged nature of the community. The Grants Commission funding traditionally lags behind the increase in the costs to provide services so creating an ever widening gap between the level of support and funds provided and the real cost to Council.

4.2.5 Other revenue

Other revenue relates to a range of items such as private works, cost recoups and other miscellaneous income items. It also includes interest revenue on investments and rate arrears.

Other revenue is forecast to increase by \$0.07 million compared to 2009/10. Interest on investments is forecast to increase compared to 2009/10. This is mainly due to both a forecast increase in investment interest rates and the maintenance of Council's cash reserves during 2010/11. Interest on unpaid rates is forecast to increase marginally compared to 2009/10 following a small increase in the level of unpaid rates during 2010/11. The increase in other revenue items is due mainly to an increased share of the operating surpluses from Council's part ownership of the Corangamite Regional Library Corporation.

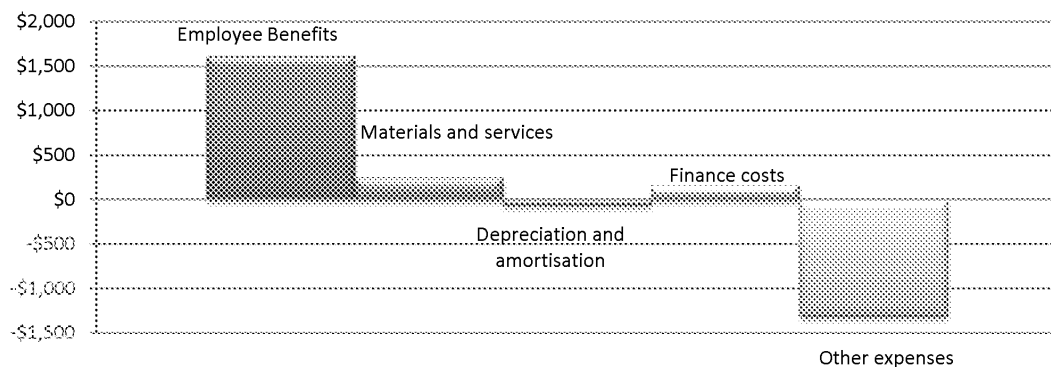
4.2.6 Grants – Capital

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the capital works program. Overall the level of capital grants has increased by \$4.2 million compared to 2009/10 due mainly to specific funding for some large capital works projects. Section 6. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2010/11 year.

4.3 Operating Expenditure

| Expenditure Type | Ref | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 | Variance
\$'000 |
|------------------------------------|-------|-------------------------------|-----------------------------|--------------------|
| Employee Benefits | 4.3.1 | 11,463 | 13,078 | 1,615 |
| Materials and services | 4.3.2 | 12,405 | 12,659 | 254 |
| Depreciation and amortisation | 4.3.3 | 8,270 | 8,205 | -65 |
| Finance costs | 4.3.4 | 126 | 286 | 160 |
| Other expenses | 4.3.5 | 1,764 | 446 | -1,318 |
| Total operating expenditure | | \$34,028 | \$34,674 | \$646 |

Figure 2: Variance from 2009/2010 Forecast



4.3.1 Employee benefits

Employee costs include all labour related expenditure incurred by Council, including salaries and wages and related on-costs, such as leave entitlements, employer superannuation payments, Work cover, etc.

Employee costs are expected to increase by \$1.6 million as compared to the forecast for 2009/10 due in the main to: an expectation of filling vacant positions from the prior year; and Council’s Enterprise Bargaining Agreement (EBA) wage rise of an average 4.1% and due to the accounting treatment of salaries and wages.

4.3.2 Materials and services

Materials and services include the purchase of consumables, payments to contractors for the provision of services and utilities costs and are expected to increase by \$0.25 million to \$12.7 million for the 2010/11 period. This increase is due to normal movements in general pricing and a concerted effort by the organisation to performing activities in-house (for example, utilising existing staff instead of hiring contractors), the aim of which is to reduce the cost of Council’s activities.

4.3.3 Depreciation and amortisation

Depreciation relates to the reduction, or consumption, of an asset’s value through usage, and applies to assets such as property, plant & equipment, as well as infrastructure assets such as roads, drains, footpaths, etc. The slight decrease in

depreciation costs of \$0.1 million for 2010/11 is mainly due to greater accuracy in the estimation the patterns of consumption of Council's assets. Further works are being undertaken by Council to reduce this further, more in line with other large rural Councils.

4.3.4 Finance costs

Borrowing costs relate to interest charged by financial institutions on Council's borrowings. The increase of \$0.16 million in borrowing costs results from the planned increase in borrowings in accordance with the current borrowings strategy.

4.3.5 Other Expenses

Other expenses relate to a range of unclassified items including contributions to community groups, advertising, insurances, motor vehicle registrations and other miscellaneous expenditure items. Other expenses are forecast to decrease by \$1.3 million as more accurate assessment and classification of activities is undertaken over the course of the coming year.

Colac Otway Shire Draft Budget 2010-2011

5. Analysis of budgeted cash position

This section of the report analyses the expected cash flows from operating, investing and financing activities of Council for the 2010/11 financial year. The significance of budgeting cash flows for Council is that it is a key factor in setting the level of rates and providing a guide to the level of capital expenditure the Council can sustain with or without using existing cash reserves.

5.1 Budgeted cash flow statement

| | Ref | 2009/10
\$'000
Inflows
(Outflows) | 2010/11
\$'000
Inflows
(Outflows) | Variance
\$'000
Inflows
(Outflows) |
|---|-------|--|--|---|
| Cash flows from operating activities | 5.1.1 | | | |
| <i>Receipts</i> | | | | |
| General rates & charges | | 18,423 | 20,296 | 1,873 |
| Operating grants and contributions | | 6,632 | 8,716 | 2,084 |
| Interest received | | 345 | 422 | 77 |
| User charges | | 3,924 | 3,570 | -354 |
| Other revenue | | 1,178 | 911 | -267 |
| | | 30,502 | 33,915 | 3,413 |
| <i>Payments</i> | | | | |
| Employee costs | | -11,870 | -12,931 | -1,061 |
| Materials & services | | -12,661 | -12,516 | 145 |
| Other expenses | | -1,846 | -724 | 1,122 |
| | | -26,377 | -26,171 | 206 |
| Net cash provided by operating activities | | 4,125 | 7,744 | 3,619 |
| Cash flows from investing activities | 5.1.2 | | | |
| Proceeds from property, plant and equipment | | 400 | 415 | 15 |
| Capital grants and contributions | | 4,666 | 8,897 | 4,231 |
| Payments for property, plant and equipment | | -14,360 | -16,502 | -2,142 |
| Net cash used in investing activities | | -9,294 | -7,190 | 2,104 |
| Cash flows from financing activities | 5.1.3 | | | |
| Finance costs | | -126 | -286 | -160 |
| Proceeds from borrowings | | 2,000 | 1,100 | -900 |
| Repayment of borrowings | | -340 | -439 | -99 |
| Net cash provided by (used in) financing activities | | 1,534 | 375 | -1,159 |
| Net increase/(decrease) in cash & cash equivalents | | -3,635 | 929 | 4,564 |
| Cash & cash equivalents at beginning of year | | 9,651 | 6,016 | -3,635 |
| Cash & cash equivalents at end of year | 5.1.4 | 6,016 | 6,945 | 929 |

5.1.1 Operating Activities

Cash flows from operating activities refers to the cash generated or used in the normal service delivery functions of Council. The increase in cash inflows from operating

activities of \$3.6 million from 2009/10 is due to rate increases and a reduction in outgoings.

The net cash flows from operating activities does not equal the operating result for the year as the expected revenues and expenses of the Council include non-cash items which have been excluded from the Cash Flow Statement.

5.1.2 Investing Activities

Cash flows from investing activities refer to cash generated or used in the enhancement or creation of infrastructure and other assets. Items such as cash flows for road construction and proceeds from sale of assets are included here. In line with the council's commitment to eliminating the infrastructure renewal gap and higher proceeds from plant & equipment sales, cash flows from investing activities are budgeted to show a decrease in Council funds required by \$2.1 million over the 2009/10 financial year.

5.1.3 Financing Activities

Cash flows from financing activities refers to cash generated or used in the financing of Council functions and includes borrowings from financial institutions. This is budgeted to have a net inflow of \$0.4 million for 2010/11, consistent with council's current borrowing strategy.

5.1.4 Cash at End of Year

Overall, cash and investments are forecast to increase by \$0.9 million to a total of \$6.95 million as at 30 June 2011.

5.2 Restricted and unrestricted cash and investments

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement above indicates that Council is estimating at 30 June, 2011 it will have cash and investments of \$6.95 million, which has been restricted as shown in the following table.

| | Ref | Forecast
2010
\$'000 | Budget
2011
\$'000 | Variance
\$'000 |
|--|-------|----------------------------|--------------------------|--------------------|
| Total cash and investments | | 6,015 | 6,945 | 930 |
| Restricted cash and investments | | | | |
| - Trust & Deposits | 5.2.1 | 242 | 242 | 0 |
| - Statutory reserves | 5.2.2 | 2,113 | 2,131 | 18 |
| - Restricted reserves | 5.2.3 | 2,217 | 2,141 | -76 |
| - Identified reserves | 5.2.4 | 1,136 | 540 | -596 |
| - Discretionary reserves | 5.2.5 | 1,069 | 0 | -1,069 |
| Unrestricted cash and investments | 5.2.6 | -762 | 1,891 | 2,653 |

5.2.1 Trusts and deposits

These reserves include funds held in deposits for specific purposes or as deposits and bonds held in trust.

5.2.2 Statutory reserves

These funds must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. While these funds earn interest revenues for Council, the funds are not available for other purposes.

These reserves are for activities such as for Car Parking and Recreational Reserves, where the funds must be applied for specified statutory purposes in accordance with various legislation and contractual requirements, and major reserves such as those funds separately identified to meet Council's obligations as set out in the Local Government (Long Service Leave) Regulations 2002.

5.2.3 Restricted reserves

These funds or reserves are those reserves set up for a specific purpose, where cash is being placed aside for a specific purpose where council has a future obligation or liability. Such reserves may be a landfill rehabilitation reserve where a liability is recognised in financial statements or a reserve set up where an agreement is in place.

These funds are available only for those purposes previously agreed to by Council in the setting up of these reserves unless there is a council resolution changing the future application of these funds.

5.2.4 Identified reserves

These funds or reserves are set up for an identified purpose. Such a reserve will have been established for a specific purpose that may not be a recognised future obligation or liability. Such reserves may include purposes such as placing funds aside for unfunded superannuation calls that Council is aware of, or a kerbside bin replacement reserve where funds are being placed aside to replace the kerbside bins at a particular point in the future. These funds are available for those purposes previously agreed to by Council in the setting up of these reserves, however Council may agree to change the future application of these funds.

5.2.5 Discretionary reserves

These funds or reserves are set up for a purpose that may not be defined to a specific project, purpose or activity. For example, a waste management reserve that is set up to address waste management issues but not a specific waste management issue. The funds are available for those purposes previously agreed to by Council in the setting up of these reserves, however Council may agree to change the future application of these funds.

5.2.6 Working Capital

These funds are free of all specific Council commitments and represent funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year such as grants, contributions or carried forward capital works. Council regards these funds as the minimum necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds. A high level of unrestricted cash and investments is required as 60% of Council's rate revenue is not received until February each year.

Colac Otway Shire Draft Budget 2010-2011

6. Analysis of capital budget

This section of the report analyses the planned capital expenditure budget for the 2010/11 financial year, and the sources of funding for that budget.

6.1 Funding Sources

| Sources of funding | Ref | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 | Variance
\$'000 |
|-----------------------------------|-------|-------------------------------|-----------------------------|--------------------|
| External | | | | |
| Grants & Contributions - Capital | 6.1.1 | \$4,793 | \$9,036 | \$4,243 |
| Profit (loss) from sale of assets | 6.1.2 | -\$175 | -\$210 | -\$35 |
| | | \$4,618 | \$8,826 | \$4,208 |
| Internal | | | | |
| Reserve cash and investments | 6.1.3 | \$1,190 | \$82 | -\$1,108 |
| Unrestricted cash and investments | 6.1.4 | \$4,554 | -\$11 | -\$4,565 |
| Operations | 6.1.5 | \$4,125 | \$7,744 | \$3,619 |
| | | \$9,869 | \$7,815 | -\$2,054 |
| Total funding sources | | \$14,487 | \$16,641 | \$2,154 |

6.1.1 Grants and contributions – Capital

The grants and contributions include all monies received from State and Federal Government, as well as other community sources, for the purpose of funding Council's capital works program.

Significant grants & contributions are budgeted for receipt in 2010/11 including additional Roads, Small Towns and sporting facilities improvement Grants. The major grants of note are \$6.0 million for the development of the Blue Water Fitness Centre and \$0.45 million for works on the Civic Hall.

6.1.2 Profit (loss) from sale of assets

The profit or loss from the sale of assets include all monies received from the sale and trade in of Council's motor vehicles and plant, in accordance with Council's fleet replacement and renewal policy.

6.1.3 Reserve cash and investments

Reserve funding consists of all funds Council has specifically set aside in reserves for capital works projects. During the 2010/11 financial year, it is expected that \$0.1 million will be transferred from the reserves for capital works projects.

6.1.4 Unrestricted cash and investments

In addition to reserve investments, Council have uncommitted cash and investments which represent unrestricted cash and investments and funds preserved from the previous year mainly as a result of grants and contributions being received in advance.

It is forecast that no funds will be available from the 2010/11 year to fund new capital works in the 2010/11 year.

6.1.5 Operations

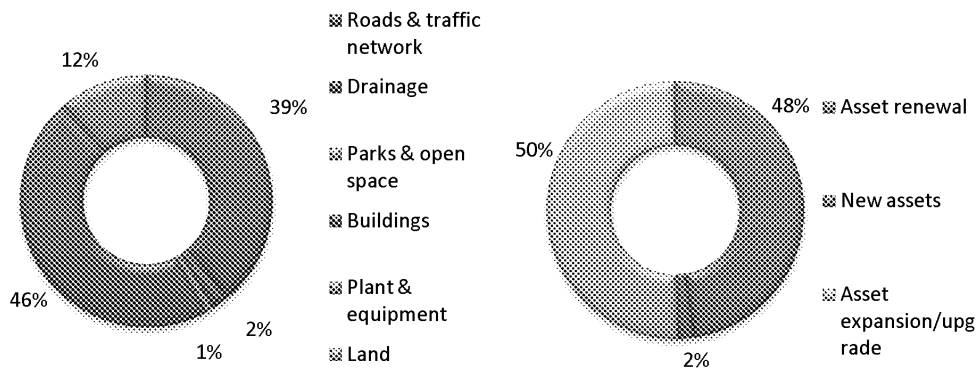
Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$7.7 million will be generated from operations to fund the 2010/11 capital works programme.

6.1 Capital works

| Capital Works Areas | Ref | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 | Variance
\$'000 |
|------------------------------------|-------|-------------------------------|-----------------------------|--------------------|
| Roads, car parks & traffic network | 6.2.1 | 5,695 | 6,476 | 781 |
| Drainage | 6.2.2 | 441 | 375 | -66 |
| Parks, open space & streetscapes | 6.2.3 | 215 | 159 | -56 |
| Buildings | 6.2.4 | 5,750 | 7,727 | 1,977 |
| Plant, equipment & other | 6.2.5 | 1,336 | 1,904 | 568 |
| Land | | 1,050 | 0 | -1,050 |
| Total Capital Works | | \$14,487 | \$16,641 | \$2,154 |
| Represented by: | 6.2.6 | | | |
| Asset renewal | | 7,233 | 7,903 | 670 |
| New assets | | 1,759 | 360 | -1,399 |
| Asset expansion/upgrade | | 5,495 | 8,378 | 2,883 |
| Total Capital Works | | \$14,487 | \$16,641 | \$2,154 |

Budgeted new capital works 2010/11

Budgeted total capital works 2010/11



6.2.1 Roads & car parks & traffic network

Capital expenditure on roads & streets is budgeted to increase by \$0.8 million over 2010/11, reflecting the council's previous commitments to bridging the infrastructure renewal gap and appropriation of the "Road to Recovery" Grants.

Roads includes local roads, car parks, footpaths, bike paths, bridges and culverts, declared main roads, traffic devices, street lighting and traffic signals.

For the 2010/11 year, \$6.5 million will be expended on road projects. The more significant projects include local road reconstructions (\$2.5 million), federally funded Roads to Recovery projects (\$1.2 million), road resheeting (\$1.50 million), footpaths (\$0.2 million) and Timber roads projects (\$0.5 million).

6.2.2 Drainage

Drainage includes drains in road reserves, retarding basins and waterways. For the 2010/11 year, \$0.4 million will be expended on drainage projects.

6.2.3 Parks, open space and streetscapes

Parks and gardens includes open space such as parks, playing surfaces, streetscapes, playground equipment, irrigation systems, trees and public art. For the 2010/11 year, \$0.2 million will be expended on open space projects.

6.2.4 Buildings

Buildings include community facilities, municipal offices, sports facilities and pavilions.

For the 2010/11 year, \$7.7 million will be expended on building projects. The more significant projects include Bluewater Fitness Centre Upgrade (\$6.0 million), Upgrade to the Colac Otway Performing Arts & Cultural Centre (\$0.65 million) and renewal of the old Colac Library for office accommodation and a library annexe (\$0.3 million)

6.2.5 Plant, equipment and other

Plant, equipment and other includes motor vehicles and plant purchases, information technology equipment and software, furniture and other minor equipment purchases.

For the 2010/11 year, \$1.9 million will be expended heavy plant, light fleet, furniture, equipment and other projects. The more significant projects include ongoing cyclical replacement of the plant and vehicle fleet (\$1.4 million) and ongoing cyclical replacement and upgrade of information technology equipment and software (\$0.5 million).

6.2.6 Asset renewal, upgrade and new/expansion

A distinction is made between expenditure on new assets, expenditure on asset renewal and expansion/upgrade. Expenditure on asset renewal is expenditure on an existing asset, which improves the service potential or the life of the asset. Expenditure on new/expansion assets do not have any element of upgrade of existing assets but will result in an additional burden for future operation, maintenance and capital renewal.

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7. Analysis of Budgeted Financial Position

This section analyses the movements in assets, liabilities and equity between 2009/10 and 2010/11. It also considers a number of key performance indicators.

7.1 Budgeted statement of financial position

| | Ref | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 | Variance
\$'000 |
|---|-------|-------------------------------|-----------------------------|--------------------|
| Current assets | 7.1.1 | | | |
| Cash and cash equivalents | | 6,015 | 6,945 | 930 |
| Trade and other receivables | | 2,517 | 2,774 | 257 |
| Inventories | | 94 | 94 | 0 |
| Other assets | | 139 | 139 | 0 |
| Total current assets | | 8,765 | 9,952 | 1,187 |
| Non-current assets | 7.1.2 | | | |
| Other non-current assets | | 513 | 542 | 29 |
| Property, infrastructure, plant & equipment | | 242,145 | 251,956 | 9,811 |
| Total non-current assets | | 242,658 | 252,498 | 9,840 |
| Total assets | | 251,423 | 262,450 | 11,027 |
| Current liabilities | 7.1.3 | | | |
| Trade and other payables | | 1,165 | 1,077 | -88 |
| Interest-bearing loans and borrowings | | 439 | 488 | 49 |
| Provisions | | 3,149 | 3,249 | 100 |
| Total current liabilities | | 4,753 | 4,814 | 61 |
| Non-current liabilities | 7.1.4 | | | |
| Interest-bearing loans and borrowings | | 3,683 | 4,294 | 611 |
| Provisions | | 2505 | 2,505 | 0 |
| Total non-current liabilities | | 6,188 | 6,799 | 611 |
| Total liabilities | | 10,941 | 11,613 | 672 |
| Net assets | | 240,482 | 250,837 | 10,355 |
| Equity | 7.1.5 | | | |
| Accumulated surplus | | 93,888 | 102,922 | 9,034 |
| Asset revaluation reserve | | 142,508 | 144,508 | 2,000 |
| Other reserves | | 4,086 | 3,407 | -679 |
| Total equity | | 240,482 | 250,837 | 10,355 |

7.1.1 Current Assets

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less. This balance is projected to marginally increase by \$0.9 million.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery, inventories or stocks held for sale or consumption in Council's services and other revenues due to be received in the next 12 months.

7.1.2 Non Current Assets

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc which has been built up by the Council over many years. The increase in this balance is attributable to the net result of the capital works programme (\$16.64 million of new and renewed assets), depreciation of assets (\$8.2 million) and the sale through sale of property, plant and equipment (\$0.8 million).

7.1.3 Current Liabilities

Trade and other payables are those to whom Council owes money as at 30 June. These liabilities are budgeted to remain consistent with 2009/10 levels.

Interest-bearing loans and borrowings are borrowings of Council. The Council is budgeting to repay loan principal of \$0.5 million over the year.

Provisions include accrued long service leave and annual leave. These employee entitlements are only expected to increase marginally due to more active management of entitlements despite factoring in an increase for Collective Agreement outcomes.

7.1.4 Non Current Liabilities

Non-current liabilities are budgeted to increase by \$0.6 million over the 2010/11 year to \$4.8 million. This is due to an increase in long term debt.

7.1.5 Equity

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.
- Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time.

During the year an amount of \$0.6 million (net) is budgeted to be transferred from other reserves to accumulated surplus. This reflects the usage of investment cash reserves to partly fund the capital works program. This is a transfer between equity balances only and does not impact on the total balance of equity.

Equity is budgeted to increase over 2010/11 by \$10.4 million, in line with the budgeted operating surplus and expected revaluation of Council's assets.

7.2 Key Assumptions

In preparing the Budgeted Balance Sheet for the year ending 30 June 2011 it was necessary to make a number of assumptions about assets, liabilities and equity balances. The key assumptions are as follows:

- Total capital expenditure is budgeted to be \$16.64 million.
- Loan liability will increase in line with the borrowing strategy.
- Employee provisions to increase marginally in 2010/11. Long Service Leave and Annual Leave are projected to increase in line with projected increases to salaries.
- Payables are based on past trends. They are projected to remain relatively constant as it is difficult to predict what invoices and accounts will be outstanding as of 30 June each financial year.

LONG TERM STRATEGIES

8. Strategic resource plan and key financial indicators

This section considers the long term financial projections of the Council. The Act requires a Strategic Resource Plan to be prepared covering both financial and non-financial resources, and including key financial indicators for at least the next four financial years to support the Council Plan.

8.1 Plan Development and subsequent update

The Colac Otway Shire Council has prepared a Strategic Resource Plan (SRP) for the four years 2010/11 to 2013/14 as part of its ongoing financial planning to assist in adopting a budget within a longer term framework. The SRP takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next four years.

The key objective, which underlined the development of the Plan, was financial sustainability in the medium to long term, whilst still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpins the Strategic Resource Plan are:

- Ensure asset renewal gap capital commitments are met in real terms for each year of the SRP.
- Continue to maintain operating surpluses.
- Achieve a balanced budget on a cash basis.
- Maintain a strong liquidity position (working capital ratio of at least 200%).
- Ensure cash balances are equal or above statutory and reserve levels.
- Continue reducing the Council's debt.
- Ensure no decrease in operational service levels over the SRP period.
- Ensure funding is available to meet the Council's current and future environmental obligations.
- Obtain a positive MAV Viability Index rating.

In preparing the revised SRP, Council was mindful of the need to comply with the following Principles of Sound Financial Management as contained in the Local Government Act:

- Prudently manage financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden
- Consider the financial effects of Council decisions on future generations
- Provide full, accurate and timely disclosure of financial information

The SRP is updated annually through a rigorous process of consultation with Council service providers followed by a detailed sensitivity analysis to achieve the key financial objectives.

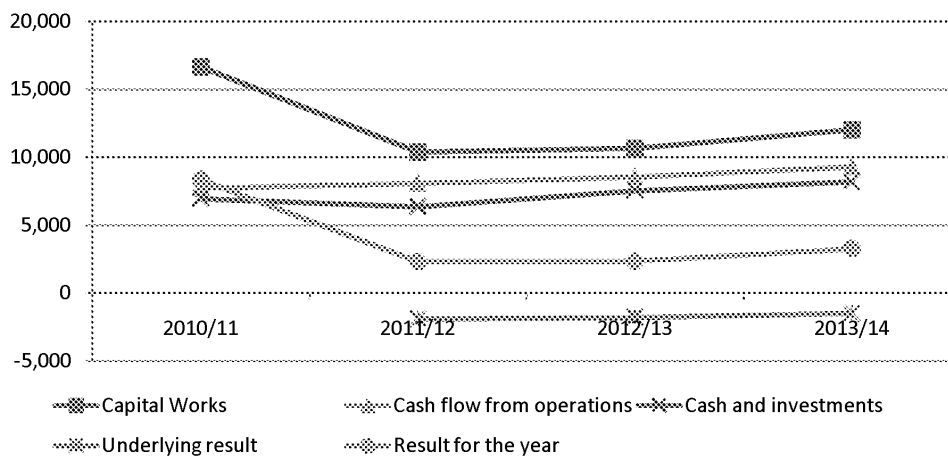
Council is currently part of the Local Government Sustainability Programme which includes the preparation of a more detailed Strategic Resource Plan (SRP) and the development of a Long Term Financial Plan. In future years it is expected that the budget and the SRP will be considered at the same time.

8.2 Financial Resources

The following table summarises the key financial results for the next four years as set out in the SRP for years 2010/11 to 2013/14.

| Indicator | Strategic Resource Plan | | | |
|---------------------------|-------------------------|----------------|----------------|----------------|
| | 2010/11
000 | 2011/12
000 | 2012/13
000 | 2013/14
000 |
| Result for the year | 8,353 | 2,300 | 2,340 | 3,259 |
| Underlying result | -1,389 | -1,906 | -1,778 | -1,487 |
| Cash and investments | 6,945 | 6,369 | 7,549 | 8,202 |
| Cash flow from operations | 7,744 | 8,109 | 8,570 | 9,302 |
| Capital Works | 16,641 | 10,376 | 10,662 | 12,029 |

The following graph shows the general financial indicators over the four year period.



The key outcomes of the SRP are as follows:

- Financial sustainability (section 5)** - Cash and investments are forecast to increase marginally over the four year period from a forecast of \$5.2 million to \$8.2 million, which indicates a fiscally prudent expenditure approach over the period.
- Rating strategy (section 9)** - Rate increases are forecast to average 5.5% plus approximately \$100,000 for supplementary rates for the 2009/10 and the 2010/11 financial years. Modest rate increases are forecast over the four years at an average of approximately 5.5%, below that expected of comparable councils. Note that the SRP has been prepared in advance of the 2010/11 Budget process.
- Borrowing strategy (section 10)** – Borrowings are forecast to reduce from \$4.12 million to \$3.24 million over the four year period. This includes new borrowings of \$1.10 million in 2010/11
- Asset management strategy (section 10)** - Capital expenditure over the four year period will total \$49.7 million at an average of \$12.43 million.

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8.3 Key financial indicators

The following table highlights Council's current and projected performance across a range of key financial indicators (KFI's). KFI's provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

| Indicator | Notes | Strategic Resource Plan Projections | | | |
|--------------------------------------|-------|-------------------------------------|---------|---------|---------|
| | | 2010/11 | 2011/12 | 2012/13 | 2013/14 |
| Financial performance | | | | | |
| Underlying result/Underlying revenue | 8.3.1 | -4.2% | -5.4% | -4.9% | -3.9% |
| Operating expenses/Assessment | | 2,408 | 2,535 | 2,597 | 2,669 |
| Rate revenue/Underlying revenue | 8.3.2 | 61.4% | 59.9% | 60.7% | 61.0% |
| Rate revenue/Assessment | | 1,411 | 1,440 | 1,502 | 1,567 |
| Debt servicing/Total revenue | | 0.7% | 0.9% | 0.8% | 0.7% |
| Grants/Total revenue | | 29.4% | 32.2% | 31.1% | 31.2% |
| Fees and charges/Total revenue | | 8.5% | 10.7% | 10.6% | 10.4% |
| Financial position | | | | | |
| Indebtedness/Rate revenue | 8.3.3 | 19.9% | 18.4% | 16.6% | 14.9% |
| Underlying result/Total assets | | -0.5% | -0.7% | -0.6% | -0.5% |
| Total assets/Assessment | | 18,228 | 19,204 | 19,307 | 19,636 |
| Current assets/Current liabilities | 8.3.4 | 206.7% | 190.4% | 210.6% | 222.7% |
| Total liabilities/Assessment | | 807 | 794 | 767 | 741 |
| Capital expenditure | | | | | |
| Capital works | | 16,641 | 10,376 | 10,662 | 12,029 |
| - Asset renewal | | 7,903 | 6,846 | 7,022 | 7,423 |
| - New assets | | 360 | 0 | 1,050 | 1,050 |
| - Asset expansion/upgrade | | 8,378 | 3,530 | 2,590 | 3,556 |
| Cash op act/Net capital outlays | 8.3.5 | 46.9% | 79.2% | 81.4% | 78.2% |
| Capital works/Rate revenue | | 81.5% | 49.5% | 48.2% | 51.6% |
| Asset renewal/Total depreciation | 8.3.6 | 96.3% | 75.9% | 75.1% | 75.7% |

Notes to indicators

8.3.1. Underlying operating result

Improvement in financial performance expected over the period, although continued losses means reliance on Council's cash reserves or increased debt to maintain services.

8.3.2. Rate revenue/Underlying revenue

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

8.3.3. Indebtedness/Rate revenue

Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

8.3.4. Current Assets/Current Liabilities

Working capital is forecast to decrease significantly in 2010/11 year due to a run down in cash reserves to fund the capital program. The trend in later years is to remain steady at an acceptable level.

8.3.5. Cash from Operating Activities/Net Capital outlays

Except for the 2010/11 year budget trend indicates Council expects to be able to service its capital works expenses from cash generated from operating activities, rather than relying on its existing cash reserves or further borrowings.

8.3.6. Asset renewal/Total depreciation

This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Council is currently in the process of reviewing the level of depreciation, which is at a higher level than other large rural councils.

8.4 Non-financial resources

In addition to the financial resources to be consumed over the planning period, Council will also consume non-financial resources, in particular human resources. The following table summarises the non-financial resources for the next four years.

| Resources | Strategic Resource Plan Projections | | | |
|------------------|-------------------------------------|-------------------|-------------------|-------------------|
| | 2010/11
\$'000 | 2011/12
\$'000 | 2012/13
\$'000 | 2013/14
\$'000 |
| Employee costs | 13,708 | 14,393 | 15,113 | 15,869 |
| Employee numbers | 208 | 209 | 210 | 211 |

9. Rating Strategy

This section considers the Council's rating strategy including strategy development and assumptions underlying the current year rate increase and rating structure.

9.1 Current Rate Structure

Council has established a structure for property rating that comprises three key elements.

These are:

- Property values, which are considered to reflect capacity to pay; (State Government legislation)
- Municipal charges being a flat charge applied equally to all properties; and
- User pays component to reflect usage of services provided by Council.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across property types.

Having reviewed the various valuation bases for determining the property value component of rates, Council made a decision some years ago to apply a Capital Improved Value (CIV) basis of rating on the grounds that it provides the most equitable distribution of rates across the municipality. There are no plans to change that basis.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for residential, farming or commercial/industrial purposes. In regard to the commercial/industrial properties this distinction is based on the concept that these properties should pay a fair and equitable contribution to rates taking into account the benefits that these businesses derive from the local community.

The existing rating structure comprises differential rates for residential, farming and commercial/industrial properties. These rates are structured in accordance with the requirements of Section 161 "Differential Rates" of the Local Government Act.

9.2 Current year rate increase

The budget document details the 2010/11 operating position. It has been impacted by wages growth and reductions in government funding.

In the determination of the annual rate increase, Colac Otway's Rating Strategy recognises:

- Council's obligations under the Act to prudently manage financial risks and to provide reasonable stability in the level of rate burden;
- Responsible financial management objectives which include the achievement of operating surpluses, a balanced cash budget and a sound liquidity position;
- The importance Council places on responsibly maintaining, developing and enhancing its assets through a significant annual Capital Works Program; and
- Community demand and Council commitment to maintaining Council's services and facilities.

To achieve the management and delivery of these objectives in 2010/11 the budget recommends an increase of 8.0% in the average rates and charges per assessment. It

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is forecast that a total of \$20.43 million in rates and charges will be raised including \$100,000 from supplementary rates.

The average rates and charges per assessment for 2010/11 are forecast to be \$1,411. This is a \$104 or 8.0% increase on the average rates and charges per assessment from 2009/10 of \$1,307.

The following table summarises the rates and charges to be made for 2010/11 year.

A more detailed analysis of the rates and charges to be raised is contained in Appendix B "Statutory Disclosures".

| Rate or Charge Type | How Applied | 2009/10 | 2010/11 |
|--|-------------------|---------|---------|
| Residential – Colac (Base Rate) | Cents in \$of CIV | 0.3231 | 0.3423 |
| Residential – Balance of Shire | Cents in \$of CIV | 0.2746 | 0.2910 |
| Rural - Farm | Cents in \$of CIV | 0.2552 | 0.2704 |
| Holiday Rental | Cents in \$of CIV | 0.3231 | 0.3423 |
| Commercial/Industrial - Colac | Cents in \$of CIV | 0.5331 | 0.5648 |
| Commercial/Industrial - Other | Cents in \$of CIV | 0.4523 | 0.4792 |
| Municipal Charge | \$ per property | \$147 | \$147 |
| Waste Management Charge - Weekly | \$ per property | \$240 | \$245 |
| Waste Management Charge - Fortnightly | \$ per property | \$156 | \$158 |
| Aire River (Special Charge) Drainage Scheme | \$ per hectare | \$0.20 | \$0.20 |
| Tirrengower (Special Charge) Drainage Scheme | \$ per hectare | \$2.50 | \$2.50 |

The existing rating relativities between property types are as follows:

| Property Type | Relativity |
|--------------------------------|---------------------------|
| Residential – Colac | Base rate |
| Residential – Balance of Shire | 85% of Colac Residential |
| Rural - Farm | 79% of Colac Residential |
| Holiday Rental | 100% of Colac Residential |
| Commercial/Industrial - Colac | 165% of Colac Residential |
| Commercial/Industrial - Other | 140% of Colac Residential |

9.3 General revaluation of properties

During the 2009/10 year, a revaluation of all properties within the municipality was carried out and will apply from 1 January 2010 for the 2010/11 year. The outcome of the general revaluation has not resulted in a significant change in property valuations through the municipality. Overall, property valuations across the municipal district have increased by 4.6% or approximately \$200 million.

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The following table summarises the valuation changes between the 2008 and 2010 general revaluations by rating category, together with the rating changes between the 2009/10 and 2010/11 years based on a 4.6% average rate increase and the valuation movements listed.

| Rating Category | Valuation Change | Rating Change |
|--------------------------------|------------------|---------------|
| Residential – Colac | 3.3% | 9.5% |
| Residential – Balance of shire | 4.3% | 10.6% |
| Rural – Farm | 4.8% | 11.0% |
| Holiday Rental | 1.2% | 7.2% |
| Commercial/Industrial – Colac | 12.1% | 18.8% |
| Commercial/Industrial – Other | 7.6% | 14.0% |
| Average | 4.6% | 11.1% |

In view of the outcomes of the general revaluation of all properties within the Council's municipal district during the 2009/10 year, Council has chosen not to make any changes to the existing rate differential. Therefore, in aggregate total rates will increase by 11.1% compared to 2009/10. When taking into account the municipal charge and waste management charge, the overall increase in average rates & charges is 8.0%

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10. Other strategies

This section sets out the strategies that have been developed and incorporated into the Strategic Resource Plan including borrowings, infrastructure and service delivery.

10.1 Borrowing Strategy

Council's borrowing strategy aims to provide a framework for Council to work within when sourcing funds for various projects by borrowings. Part of Council's medium to long term financial strategy is to provide adequate and appropriate levels of service to the community, whilst maintaining a prudent financial position. In the light of this requirement, it can be seen that the borrowing strategy is an integral part of Council's long term financial plan.

Borrowings are identified as an important funding source for capital works programs. In the past, Council has borrowed strongly to finance large infrastructure projects. This has resulted in a reduction in debt servicing costs, but has meant that cash and investment reserves have been used as an alternate funding source to maintain robust capital works programs.

For the 2010/11 year, Council has decided to continue to implement the borrowing strategy adopted in the 2009/10 financial year where a total of \$3.1 million was to be borrowed. In implementing this strategy Council has borrowed \$2.0 million in the 2009/10 financial year and will complete the implementation in 2010/11 by borrowing a further \$1.1 million. This brings the total borrowings over the course of the current strategy to \$3.1 million.

The following table sets out future proposed borrowings, based on the forecast financial position of Council as at 30 June 2010.

| Year | New Borrowings
\$'000 | Principal Paid
\$'000 | Interest Paid
\$'000 | Balance
30-Jun
\$'000 |
|---------|--------------------------|--------------------------|-------------------------|-----------------------------|
| 2009/10 | 2,000 | 340 | 126 | 4,122 |
| 2010/11 | 1,100 | 439 | 286 | 4,783 |
| 2011/12 | 0 | 488 | 357 | 4,295 |
| 2012/13 | 0 | 523 | 322 | 3,772 |
| 2013/14 | 0 | 530 | 285 | 3,242 |

10.2 Asset Management Strategy

The Council has developed an asset management strategy which sets out the capital expenditure requirements for Council for the next ten (10 years) by class of asset, and is a key input into the SRP. It predicts infrastructure consumption, renewal needs and considers infrastructure needs to meet future community service expectations. The key aspects of the process are as follows:

- Long term capital planning process which integrates with the Council Plan, Strategic Resource Plan and Annual Budget processes;
- Identification of capital projects through the preparation of asset management plans;
- Prioritisation of capital projects within classes on the basis of evaluation criteria;
- Methodology for allocating annual funding to classes of capital projects; and
- Budget request template for officers to document capital project submissions.

A key objective of the asset management strategy is to maintain or renew Council's existing assets at desired condition levels. If sufficient funds are not allocated to asset renewal then Council's investment in those assets will reduce, along with the capacity to deliver services to the community. Additionally, renewal works maintain the stability of the portfolio, whereas

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upgrade and expansion works increase the value of the asset portfolio. An increased asset portfolio value requires a greater annual contribution to sustain the condition of the expanded asset base.

APPENDICES

Overview to Appendices

The following appendices include voluntary and statutory disclosures of information which provide support for the analysis contained in this report.

The information contained in the appendices has not been included in the main body of the report due to the interests of clarity and conciseness. However, Council has decided that whilst the budget report needs to focus on the important elements of the budget and provide appropriate analysis, the detail upon which the annual budget is based should be provided in the interests of open and transparent local government.

The contents of the appendices are summarised below:

Appendix A – Budgeted Standard Statements

This appendix presents information in regard to the Budgeted Standard Statements. The appendix includes the following budgeted information:

- Budgeted Standard Income Statement
- Budgeted Standard Balance Sheet
- Budgeted Standard Cash Flow Statement
- Budgeted Standard Capital Works Statement
- Budgeted Statement of Investment Reserves

Appendix B – Statutory Disclosures in the Annual Budget

This appendix presents information required pursuant to the Act and the Regulations to be disclosed in the Council's annual budget.

The appendix includes the Council's 2010/11 Rates and Charges.

Appendix C – Capital Works Programme

This appendix presents a listing of the capital works projects that will be undertaken for the 2010/11 year. The capital works projects are grouped by class and include new works for 2010/11.

Appendix D – Service Unit Activities

This appendix provides revenue and expenditure details on the budgeted activities of the various service units of Council for the 2010/11 financial year.

Appendix E – Key Strategic Activities

Pursuant to Section 127 of the *Local Government Act 1989*, this appendix presents a number of strategic activities to be undertaken during the 2010/11 year and performance targets and measures in relation to these.

Appendix F – User Pay Charges

This appendix presents a list of user pay charges that are both Council and Statutory Fees that list the current fee and the recommended fee for 2010/11.

Appendix A - Budget Standard Statements

This appendix presents information in regard to the Budgeted Standard Statements.

This appendix includes the following budgeted information:

- Budgeted Standard Income Statement
- Budgeted Standard Balance Sheet
- Budgeted Standard Cash Flow Statement
- Budgeted Standard Capital Works Statement
- Budgeted Statement of Investment Reserves

Budgeted Standard Income Statement

For the year ending 30 June 2011

| | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 | Variance
\$'000 |
|--|-------------------------------|-----------------------------|--------------------|
| Revenues | | | |
| Operating revenue: | | | |
| Rates & Charges | 18,658 | 20,428 | 1,770 |
| User fees | 3,971 | 3,665 | -306 |
| Contributions | 1,189 | 916 | -273 |
| Grants & subsidies - Operating | 6,802 | 8,742 | 1,940 |
| Other revenue | 377 | 450 | 73 |
| Total operating revenues | 30,997 | 34,201 | 3,204 |
| Capital revenue: | | | |
| Grants & subsidies - Capital | 4,793 | 9,036 | 4,243 |
| Total capital revenue | 4,793 | 9,036 | 4,243 |
| Total revenue | 35,790 | 43,237 | 7,447 |
| Expenses | | | |
| Operating expenses: | | | |
| Employee benefits | 11,463 | 13,078 | 1,615 |
| Materials and services | 12,405 | 12,659 | 254 |
| Depreciation and amortisation | 8,270 | 8,205 | -65 |
| Finance costs | 126 | 286 | 160 |
| Other expenses | 1,764 | 446 | -1,318 |
| Total operating expenses | 34,028 | 34,674 | 646 |
| Capital expenses | | | |
| Net loss on disposal of property, infrastructure,
plant and equipment | 175 | 210 | 35 |
| Total capital expenses | 175 | 210 | 35 |
| Total expenses | 34,203 | 34,884 | 681 |
| Surplus (deficit) for the year | 1,587 | 8,353 | 6,766 |
| Other comprehensive income | | | |
| Other | 0 | 0 | 0 |
| Total comprehensive income for the year | 1,587 | 8,353 | 6,766 |

Budgeted Standard Statement of Financial Position

For the year ending 30 June 2011

| | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 | Variance
\$'000 |
|---|-------------------------------|-----------------------------|--------------------|
| Current assets | | | |
| Cash and cash equivalents | 6,015 | 6,945 | 930 |
| Trade and other receivables | 2,517 | 2,774 | 257 |
| Inventories | 94 | 94 | 0 |
| Other assets | 139 | 139 | 0 |
| Total current assets | 8,765 | 9,952 | 1,187 |
| Non-current assets | | | |
| Other non-current assets | 513 | 542 | 29 |
| Property, infrastructure, plant & equipment | 242,145 | 251,956 | 9,811 |
| Total non-current assets | 242,658 | 252,498 | 9,840 |
| Total assets | 251,423 | 262,450 | 11,027 |
| Current liabilities | | | |
| Trade and other payables | 1,165 | 1,077 | -88 |
| Interest-bearing loans and borrowings | 439 | 488 | 49 |
| Provisions | 3,149 | 3,249 | 100 |
| Total current liabilities | 4,753 | 4,814 | 61 |
| Non-current liabilities | | | |
| Interest-bearing loans and borrowings | 3,683 | 4,294 | 611 |
| Provisions | 2505 | 2,505 | 0 |
| Total non-current liabilities | 6,188 | 6,799 | 611 |
| Total liabilities | 10,941 | 11,613 | 672 |
| Net assets | 240,482 | 250,837 | 10,355 |
| Equity | | | |
| Accumulated surplus | 93,888 | 102,922 | 9,034 |
| Asset revaluation reserve | 142,508 | 144,508 | 2,000 |
| Other reserves | 4,086 | 3,407 | -679 |
| Total equity | 240,482 | 250,837 | 10,355 |

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Appendix A

Budgeted Standard Cash Flow Statement

For the year ending 30 June 2011

| | 2009/10
\$'000
Inflows
(Outflows) | 2010/11
\$'000
Inflows
(Outflows) | Variance
\$'000
Inflows
(Outflows) |
|---|--|--|---|
| Cash flows from operating activities | | | |
| <i>Receipts</i> | | | |
| General rates & charges | 18,423 | 20,296 | 1,873 |
| Operating grants and contributions | 6,632 | 8,716 | 2,084 |
| Interest received | 345 | 422 | 77 |
| User charges | 3,924 | 3,570 | -354 |
| Other revenue | 1,178 | 911 | -267 |
| | <u>30,502</u> | <u>33,915</u> | <u>3,413</u> |
| <i>Payments</i> | | | |
| Employee costs | -11,870 | -12,931 | -1,061 |
| Materials & services | -12,661 | -12,516 | 145 |
| Other expenses | -1,846 | -724 | 1,122 |
| | <u>-26,377</u> | <u>-26,171</u> | <u>206</u> |
| Net cash provided by operating activities | <u>4,125</u> | <u>7,744</u> | <u>3,619</u> |
| Cash flows from investing activities | | | |
| Proceeds from property, plant and equipment | 400 | 415 | 15 |
| Capital grants and contributions | 4,666 | 8,897 | 4,231 |
| Payments for property, plant and equipment | -14,360 | -16,502 | -2,142 |
| Net cash used in investing activities | <u>-9,294</u> | <u>-7,190</u> | <u>2,104</u> |
| Cash flows from financing activities | | | |
| Finance costs | -126 | -286 | -160 |
| Proceeds from borrowings | 2,000 | 1,100 | -900 |
| Repayment of borrowings | -340 | -439 | -99 |
| Net cash provided by (used in) financing activities | <u>1,534</u> | <u>375</u> | <u>-1,159</u> |
| Net decrease in cash & cash equivalents | <u>-3,635</u> | <u>929</u> | <u>4,564</u> |
| Cash & cash equivalents at beginning of year | 9,651 | 6,016 | -3,635 |
| Cash & cash equivalents at end of year | <u>6,016</u> | <u>6,945</u> | <u>929</u> |

Budgeted Standard Capital Works Statement

For the year ending 30 June 2011

| | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 | Variance
\$'000 |
|------------------------------------|-------------------------------|-----------------------------|--------------------|
| Capital works areas | | | |
| Roads, car parks & traffic network | 5,695 | 6,476 | 781 |
| Drainage | 441 | 375 | -66 |
| Parks, open space & streetscapes | 215 | 159 | -56 |
| Buildings | 5,750 | 7,727 | 1,977 |
| Plant, equipment & other | 1,336 | 1,904 | 568 |
| Land | 1050 | 0 | -1050 |
| Total capital works | 14,487 | 16,641 | 2,154 |
| Represented by: | | | |
| Asset renewal | 7,233 | 7,903 | 670 |
| New assets | 1,759 | 360 | -1,399 |
| Asset expansion/upgrade | 5,495 | 8,378 | 2,883 |
| Total capital works | 14,487 | 16,641 | 2,154 |

Reconciliation of net movement in property, plant and equipment

| | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 |
|--|-------------------------------|-----------------------------|
| Total capital works | 14,487 | 16,641 |
| Asset revaluation increment | 2,000 | 2,000 |
| Depreciation and amortisation | -8,270 | -8,205 |
| Written down value of assets sold | -1,262 | -764 |
| Granted assets | 139 | 139 |
| Net movement in property, plant and equipment | 7,094 | 9,811 |

Colac Otway Shire Budget 2010-2011

Appendix A

Budgeted Standard of Investment Reserves

For the year ending 30 June 2011

| | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 | Variance
\$'000 |
|------------------------------------|-------------------------------|-----------------------------|--------------------|
| Statutory | | | |
| Car parking | 210 | 128 | -82 |
| Open space | 432 | 432 | 0 |
| Long Service Leave | 1,471 | 1,571 | 100 |
| Total statutory reserves | 2,113 | 2,131 | 18 |
| Restricted | | | |
| Landfill rehabilitation (Alvie) | 440 | 497 | 57 |
| Plant renewal | 604 | 704 | 100 |
| Regional library plant replacement | 8 | 0 | -8 |
| Marengo transfer station | 225 | 0 | -225 |
| Port of Apollo Bay | 940 | 940 | 0 |
| Total restricted reserves | 2,217 | 2,141 | -76 |
| Identified | | | |
| Unfunded superannuation | 166 | 166 | 166 |
| Waste management | 792 | 47 | -745 |
| Kerbside bin replacement | 0 | 154 | 154 |
| Colac Livestock Selling Centre | 178 | 173 | -5 |
| Total identified reserves | 1,136 | 540 | -596 |
| Discretionary | | | |
| Resource development | 325 | 0 | -325 |
| Lakeside estate | 744 | 0 | -744 |
| Total discretionary reserves | 1,069 | 0 | -1,069 |
| Total reserves | 6,535 | 4,812 | -1,723 |

Appendix B - Statutory Disclosures**Statutory disclosures required for Public Display of the Prepared 2008/09 Annual Budget.**

This Schedule presents information required pursuant to the Act and the Regulations to be disclosed in the Council's Annual Budget. The disclosures include details on:

- Borrowings
- Rates and Charges
- Differential Rates

1. Borrowings

| | Forecast
2009/10
\$'000 | Budget
2010/11
\$'000 |
|---|-------------------------------|-----------------------------|
| New borrowings (other than refinancing) | 2,000 | 1,100 |
| Debt redemption | 340 | 439 |

2. Rates and charges**2.1 The proposed rate in the dollar for each type of rate to be levied**

| Type of Property | 2009/10
COUNCIL\$ | 2010/11
COUNCIL\$ |
|--|----------------------|----------------------|
| Residential – Colac, Colac East, Colac West, Elliminyt | 0.3231 | 0.3423 |
| Residential – Balance Shire | 0.2746 | 0.2910 |
| Rural - Farm | 0.2552 | 0.2704 |
| Holiday Rental | 0.3231 | 0.3423 |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 0.5331 | 0.5648 |
| Commercial/Industrial – Balance of Shire | 0.4523 | 0.4792 |

2.2 The estimated amount to be raised by each type of rate to be levied

| Type of Property | 2009/10
\$ | 2010/11
\$ |
|--|---------------|---------------|
| Residential – Colac, Colac East, Colac West, Elliminyt | 3,074,771 | 3,366,029 |
| Residential – Balance Shire | 4,729,331 | 5,228,552 |
| Rural - Farm | 4,188,132 | 4,650,151 |
| Holiday Rental | 662,357 | 710,197 |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 1,097,400 | 1,303,838 |
| Commercial/Industrial – Balance of Shire | 722,092 | 823,010 |

2.3 The estimated total amount to be raised by rates

| | 2009/10 | 2010/11 |
|--------------------------|------------|------------|
| | \$ | \$ |
| Total rates to be raised | 14,474,082 | 16,081,777 |

2.4 The proposed percentage change in the rate in the dollar for each type of rate to be levied, compared to that of the previous financial year

| Type of Property | 2009/10
Change
% | 2010/11
Change
% |
|--|------------------------|------------------------|
| Residential – Colac, Colac East, Colac West, Elliminyt | 7.2 | 5.9 |
| Residential – Balance Shire | 7.1 | 6.0 |
| Rural - Farm | 7.1 | 6.0 |
| Holiday Rental | 7.2 | 5.9 |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 7.2 | 5.9 |
| Commercial/Industrial – Balance of Shire | 7.2 | 5.9 |

2.5 The number of assessments for each type of rate to be levied, compared to the previous year

| Type of Property | 2009/10
No. | 2010/11
No. |
|--|----------------|----------------|
| Residential – Colac, Colac East, Colac West, Elliminyt | 4,884 | 4,941 |
| Residential – Balance Shire | 5,428 | 5,487 |
| Rural - Farm | 2,599 | 2,609 |
| Holiday Rental | 426 | 429 |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 602 | 599 |
| Commercial/Industrial – Balance of Shire | 325 | 333 |
| Total number of assessments | 14,264 | 14,398 |

2.6 The basis of valuation to be used is the Capital Improved Value (CIV)**2.7 The estimated total value of land in respect of which each type of rate is to be levied, compared with the previous year**

| Type of Property | 2009/10
\$ | 2010/11
\$ |
|--|----------------------|----------------------|
| Residential – Colac, Colac East, Colac West, Elliminyt | 951,646,900 | 983,356,500 |
| Residential – Balance Shire | 1,722,261,700 | 1,796,753,200 |
| Rural - Farm | 1,641,117,500 | 1,719,730,500 |
| Holiday Rental | 205,000,500 | 207,478,000 |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 205,852,538 | 230,849,500 |
| Commercial/Industrial – Balance of Shire | 159,648,800 | 171,746,600 |
| Total | 4,885,527,938 | 5,109,914,300 |

2.8 The proposed unit amount to be levied for each type of charge under section 162 of the Act

| Type of Charge | Per Rateable Property
2009/10
\$ | Per Rateable Property
2010/11
\$ |
|---------------------------------------|--|--|
| Municipal charge | 147 | 147 |
| Waste management charge – weekly | 240 | 245 |
| Waste management charge – fortnightly | 156 | 158 |

2.9 The estimated amounts to be raised for each type of charge to be levied, compared to the previous year

| Type of Charge | 2009/10
\$ | 2010/11
\$ |
|---------------------------------------|------------------|------------------|
| Municipal charge | 1,976,268 | 1,978,032 |
| Waste management charge – weekly | 2,175,120 | 2,245,425 |
| Waste management charge – fortnightly | 21,684 | 22,278 |
| Total | 4,173,072 | 4,245,735 |

2.10 The estimated total amount to be raised by rates and charges

| Type of Charge | 2009/10
\$ | 2010/11
\$ |
|---------------------|-------------------|-------------------|
| Rates and charges | 18,647,154 | 20,327,512 |
| Supplementary rates | 100,000 | 100,000 |
| Total | 18,747,154 | 20,427,512 |

2.11 There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations;
- The variation of returned levels of value (e.g. valuation appeals);
- Changes in use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes in use of land such that residential land becomes business land and vice versa.

2.12 Other Charges

| | Per Hectare
2009/10
\$ | Per Hectare
2010/11
\$ |
|--|------------------------------|------------------------------|
| Aire River (Special charge) Drainage Scheme | 0.20 | 0.20 |
| Tirrengower (Special charge) Drainage Scheme | 2.50 | 2.50 |

3. Differential rates

3.1 Rates to be levied

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.3423% (0.3423 cents in the dollar of CIV) for all rateable residential properties in Colac, Colac East, Colac West and Elliminyt less than 1.0 hectares.
- A general rate of 0.2910% (0.2910 cents in the dollar of CIV) for any land which is 1.0 hectare or more in area or which is not located in Colac, Colac East, Colac West or Elliminyt (balance of Shire).
- A general rate of 0.2704% (0.2704 cents in the dollar of CIV) for all rateable farm land.
- A general rate of 0.3423% (0.3423 cents in the dollar of CIV) for all rateable holiday rental properties.
- A general rate of 0.5648% (0.5648 cents in the dollar of CIV) for all rateable commercial and industrial properties in Colac, Colac East, Colac West and Elliminyt.
- A general rate of 0.4792% (0.4792 cents in the dollar of CIV) for all other rateable commercial and industrial properties not located in Colac, Colac East, Colac West and Elliminyt (balance of Shire).

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

3.2. Residential Land – Colac, Colac East, Colac West, Elliminyt

Any land which is located in Colac, Colac East, Colac West or Elliminyt that is not zoned for commercial or industrial use and which:

- 3.2.1 is vacant or used primarily for residential purposes and is less than 1.0 hectare in area; and
- 3.2.2 does not have the characteristics of:
 - a) Rural Farm Land;
 - b) Holiday Rental Land; or
 - c) Commercial/Industrial Land – Colac, Colac East, Colac West or Elliminyt.

3.3. Residential Land – Balance of Shire

Any land which is 1.0 hectare or more in area or which is not located in Colac, Colac East, Colac West or Elliminyt that:

- 3.3.1 is vacant or used primarily for residential purposes; and
- 3.3.2 does not have the characteristics of:
 - a) Rural Farm Land;
 - b) Holiday Rental Land;
 - c) Commercial/Industrial Land – Colac, Colac East, Colac West or Elliminyt; or
 - d) Commercial/Industrial Land – Balance of Shire

3.4 Rural Farm Land

Any land which is "Farm Land" within the meaning of section 2 of the *Valuation of Land Act* 1960.

3.5 Holiday Rental Land

Any land that contains a dwelling, cabin or house or part of a house that:

- 3.5.1 is used for the provision of holiday accommodation for the purpose of generating income; or
- 3.5.2 is made generally available for holiday accommodation and is a secondary or supplemental source of income for the owner.

Note: Typically, the category will include absentee owned holiday houses, owner occupied "Bed and Breakfast" establishments, farm properties with accommodation cabins, holiday farms and the like.

The category will not include land used to provide tourist/holiday accommodation on an overtly commercial scale and basis where the provision of accommodation is an integral part of the use of the property. The types of properties excluded from this category would include motels, resorts, hotels with accommodation, caravan parks, centrally managed and promoted multi unit developments and the like.

3.6 Commercial/Industrial Land – Colac, Colac East, Colac West, Elliminyt

Any land which is located in Colac, Colac East, Colac West or Elliminyt which:

- 3.6.1 does not have the characteristics of:
 - a) Rural Farm Land;
 - b) Residential Land – Colac, Colac East, Colac West or Elliminyt; or
 - c) Holiday Rental Land; and
- 3.6.2 is used primarily for:
 - a) the sale of goods or services;
 - b) other commercial purposes; or
 - c) industrial purposes
 or which is vacant but zoned for commercial or industrial use.

3.7. Commercial/Industrial Land - Balance of Shire

Any land which is not located in Colac, Colac East, Colac West or Elliminyt which:

- 3.7.1 does not have the characteristics of:
 - a) Rural Farm Land;
 - b) Residential Land – Balance of Shire; or
 - c) Holiday Rental Land; and
- 3.7.2 is used primarily for:
 - a) the sale of goods or services;
 - b) other commercial purposes; or
 - c) industrial purposes
 or which is vacant but zoned for commercial or industrial use.

Other Charges

4. Municipal Charge

- 4.1 A Municipal Charge be declared for the period commencing 1 July 2010 to 30 June 2011 to cover some of the administrative costs of the Council.
- 4.2 The municipal charge be the sum of \$147 per annum for each rateable property in respect of which a municipal charge can be levied.

5. Annual Service (Waste Management) Charges

- 5.1 An annual service (waste management) charge of \$245 per annum be declared for:
- 5.1.1 all land used primarily for residential or commercial purposes; or
5.1.2 other land
in respect of which a weekly waste collection and disposal service is provided, for the period 1 July 2010 to 30 June 2011.
- 5.2 An annual service (waste management) charge of \$158 per annum be declared for:
- 5.2.1 all land used primarily for residential or commercial purposes; or
5.2.2 other land
in respect of which a fortnightly waste collection and disposal service is provided, for the period 1 July 2010 to 30 June 2011.
- 5.3 Commercial properties can have a maximum of one (1) 240 litre or two (2) 120 litre bins.

6. Aire River Special (Drainage) Charge

A special charge of \$0.20 per hectare will be declared on those properties located within the Aire River Drainage Scheme for the period 1 July 2010 to 30 June 2011.

7. Tirrengower Special (Drainage) Scheme

The special charge for the Tirrengower drainage works previously declared by Council be fixed at \$2.50 per hectare for the period 1 July 2010 to 30 June 2011.

8. Rating Objectives

RESIDENTIAL LAND – COLAC, COLAC EAST, COLAC WEST OR ELLIMINYT

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

Types and Classes:

Rateable land having the relevant characteristics described in the Recommendation.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Land located in Colac, Colac East, Colac West and Elliminyt.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

Any buildings which are now constructed on the land or which are constructed prior to 30 June 2011.

RESIDENTIAL LAND – BALANCE OF SHIRE**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

Types and Classes:

Rateable land having the relevant characteristics described in the Recommendation.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Land which is not located in Colac, Colac East, Colac West or Elliminyt.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

Any buildings which are now constructed on the land or which are constructed prior to 30 June 2011.

RURAL FARM LAND**Objective:**

To maintain and encourage the development of land for farming purposes and ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services.

Types and Classes:

Rateable land having the relevant characteristics described in the Recommendation.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

Any buildings which are now constructed on the land or which are constructed prior to 30 June 2011.

HOLIDAY RENTAL LAND**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Contribution towards tourism and economic development.

Types and Classes:

Rateable land having the relevant characteristics described in the Recommendation.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

Any buildings which are now constructed on the land or which are constructed prior to 30 June 2011.

COMMERCIAL/INDUSTRIAL LAND – COLAC, COLAC EAST, COLAC WEST OR ELLIMINYT**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Contribution towards economic development and tourism.

Types and Classes:

Rateable land having the relevant characteristics described in the Recommendation.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Land located in Colac, Colac East, Colac West and Elliminyt.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

Any buildings which are now constructed on the land or which are constructed prior to 30 June 2011.

COMMERCIAL/INDUSTRIAL LAND – BALANCE OF SHIRE**Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the -

1. Construction and maintenance of public infrastructure; and
2. Development and provision of health and community services; and
3. Provision of general support services; and
4. Contribution towards economic development and tourism.

Types and Classes:

Rateable land having the relevant characteristics described in the Recommendation.

Use and Level of Differential Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Land which is not located in Colac, Colac East, Colac West or Elliminyt.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Types of Buildings:

Any buildings which are now constructed on the land or which are constructed prior to 30 June 2011.

**Appendix C - Capital Works Programme
For the year ending 30 June 2011**

This appendix presents a listing of the capital works projects that will be undertaken for the 2010/11 year.

| Detail of Works | Project Expense
\$'000 |
|---|---------------------------|
| ROADS, CAR PARKS & TRAFFIC NETWORK | |
| Asset renewal | |
| Local Roads CosWorks - Reseals Capital | 830 |
| Sealed Roads Aggregate Capital CosWorks | 130 |
| Asphalt Overlay Program | 60 |
| Sealed Roads Rehab Program | 315 |
| Local Roads CosWorks - Unsealed Roads Capital | 1,485 |
| Footpaths CosWorks - Capital | 200 |
| Bridge Rehabilitation Program | 132 |
| Slip Rehabilitation Program | 98 |
| Sealed Road Reconstruction Program | 1,760 |
| Total asset renewal | 5,010 |
| New assets | |
| Old Beechy Rail Trail Upgrades | 520 |
| Car park Improvement Programme - Pascoe Street Car park
Construction | 364 |
| Strategic Road Improvement Programme - Irrewillipe Road
Final Seal | 31 |
| Timber Roads Old Beech Forest Road | 330 |
| Timber Roads Pipeline Road | 156 |
| Road Safety Program | 30 |
| School Bus Route Safety Improvements | 15 |
| Rail Crossing Upgrade Programme | 20 |
| Total asset upgrade | 1466 |
| TOTAL ROADS, CAR PARKS & TRAFFIC NETWORK | 6,476 |
| DRAINAGE | |
| Asset renewal | |
| Road Drainage Renewal Programme | 375 |
| Total asset renewal | 375 |
| TOTAL DRAINAGE | 375 |

Colac Otway Shire Budget 2010-2011

Appendix C

| Detail of Works | Project Expense
\$'000 |
|--|---------------------------|
| PARKS, OPEN SPACE & STREETSAPES | |
| Asset renewal | |
| Colac Skate Park Redevelopment | 124 |
| Total asset renewal | 124 |
| New assets | |
| Lake Colac Projects | 25 |
| Small Town Entrance Signs | 10 |
| Total new assets | 35 |
| TOTAL PARKS, OPEN SPACE & STREETSAPES | 159 |
| BUILDINGS | |
| Asset renewal | |
| Refurbishment of the Enhanced Library Service and Accommodation for the Library Building | 250 |
| Building Renewal Programme | 434 |
| Total asset renewal | 684 |
| Asset upgrade | |
| Bluewater Fitness Centre Stadium Redevelopment | 6,000 |
| Establishment of Library Annexe or Sub Branch | 75 |
| Civic Hall Upgrade | 649 |
| Switchboard Upgrade Program | 44 |
| Lawn Area Shade | 20 |
| Total asset upgrade | 6,788 |
| New assets | |
| Apollo Bay Transfer Station and Assoc Rd Infrastructure | 255 |
| Total new assets | 255 |
| TOTAL BUILDINGS | 7,727 |

Colac Otway Shire Budget 2010-2011

Appendix C

| Detail of Works | Project Expense
\$'000 |
|--|---------------------------|
| PLANT, EQUIPMENT and OTHER | |
| Asset renewal | |
| DMS Compactus | 8 |
| Colac Litter Bins & Surrounds | 24 |
| Light Fleet Replacement Programme | 857 |
| Heavy Plant Replacement Programme | 665 |
| Information Technology Equipment Renewal - Capital | 85 |
| Furniture & Equipment | 15 |
| BWFC New/Replacement Equipment for Gymnasium | 30 |
| Electronic Document Management System Implementation | 150 |
| Total asset renewal | 1,834 |
| New assets | |
| Disaster Recovery Data Centre | 30 |
| Disaster Recovery Plan - Technical Requirements | 40 |
| Total new assets | 70 |
| TOTAL PLANT, EQUIPMENT and OTHER | 1,904 |
| TOTAL NEW CAPITAL WORKS 2010/11 | 16,641 |
| Asset renewal | 7,903 |
| New assets | 360 |
| Asset expansion/upgrade | 8,378 |

Appendix D – Key Strategic Activities

| Objectives | Strategic Indicators | Target 2010/11 | Source |
|--|---|--|------------------------------------|
| <p>Leadership and Governance</p> <p>Council will fulfil its 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</p> | Achievement of Council Commitments and Key Actions | 100% | Council Plan Progress Report |
| | Community satisfaction with the Overall Performance of Council | 62% | DPCD Community Satisfaction Survey |
| | Community satisfaction with Council's Advocacy role | 63% | DPCD Community Satisfaction Survey |
| | Community satisfaction with Council's Community Engagement | 62% | DPCD Community Satisfaction Survey |
| | Community satisfaction with Council's Customer Contact | 73% | DPCD Community Satisfaction Survey |
| | Risk Liability Assessment | 89% | CMP Risk Management Audit |
| | Liquidity Ratio | 1.50:1(Est AIFRS Adj) | Audited Financial Statements |
| | Audit Opinion issued on Financial Statements | Compliance with all statutory requirements | Audited Financial Statements |
| <p>Physical Infrastructure and Assets</p> <p>Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future</p> | Achievement of Council Commitments and Key Actions | 100% | Council Plan Progress Report |
| | Percentage of Capital Works expenditure projects completed | 85% | Capital Works Progress Report |
| | Capital Works expenditure actual compared to budgeted expenditure | 85% | Capital Works Progress Report |
| | Asset renewal sustainability index | 90% | Audited Financial Statements |

| Objectives | Strategic Indicators | Target 2010/11 | Source |
|---|--|--|---|
| <p>Land Use and Development</p> <p>Council will engage, plan and make decisions about land use and development that takes into account the regulatory role of Council, its diverse geography, social, community, economic and environmental impacts for current and future generations.</p> | Achievement of Council Commitments and Key Actions | 100% | Council Plan Progress Report |
| | Building permits processed within statutory timeframes | 70% | Council Plan Progress Report |
| | Planning permits processed within statutory timeframes | 70% | Council Plan Progress Report |
| <p>Environmental Management</p> <p>Council will protect and enhance the environment entrusted to us, demonstrate efficient use of natural resources and minimise climate change impacts.</p> | Achievement of Council Commitments and Key Actions | 100% | Council Plan Progress Report |
| | Increased Environmental Sustainability | <ul style="list-style-type: none"> • Milestone 5 (Cities for Climate Protection Program) • Eco Buy Accreditation | <p>ICLEI Report</p> <p>Eco Buy Report</p> |
| <p>Economic Development</p> <p>Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership.</p> | Achievement of Council Commitments and Key Actions | 100% | Council Plan Progress Report |
| | Completion of Master Plan priorities for all small towns | 80% | Council Report |
| <p>Community Health and Wellbeing</p> <p>Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities</p> | Achievement of Council Commitments and Key Actions | 100% | Council Plan Progress Report |
| | Community satisfaction with Health and Human Services | 77% | DPCD Community Satisfaction Survey |
| | Community satisfaction with Recreational Facilities | 66% | DPCD Community Satisfaction Survey |

Appendix E – User Pay Charges**2010/2011 User Fees and Charges****Penalty Unit**

As at 1 July 2010 the value of a penalty unit is \$119.45 per unit. The value of a monetary unit also increases from 1 July 2010 to \$11.95 per unit.

Some fees are still to be adjusted subject to changes in legislation.

Schedule of Fees and Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|------------------------------------|------------------------------------|
| Corporate and Community Services | | | | |
| Corporate Services | | | | |
| Community Bus Hire per km | C | 10% | \$ 0.70 | \$ 0.75 |
| Council Properties | | | | |
| Bartlett Street Kindergarten
(Wydinia) | C | 10% | \$ 220 | \$ 230 |
| Apollo Bay Newsheet | C | 10% | \$ 665 | \$ 685 |
| Aerodrome Landing Fees | | | | |
| Apollo Bay | C | 10% | \$ 5.50 | \$ 7.00 |
| Colac | C | 10% | \$ 3.00 | \$ 5.00 |
| Freedom of Information | S | 0 | \$ 23.40 | \$ 23.90 |
| Land Information Certificate | S | 0 | \$ 20 | \$ 20 |
| Replacement Rate Notice | C | 10% | \$ 20 | \$ 20 |
| Printing and Photocopying | | | | |
| A4 sheet | C | 10% | \$ 0.30 | \$ 0.30 |
| A3 sheet | C | 10% | \$ 0.60 | \$ 0.60 |
| A1 sheet | C | 10% | \$ 6.00 | \$ 6.00 |
| B2 sheet | C | 10% | \$ 4.00 | \$ 4.00 |
| Per metre length coloured
photocopying | C | 10% | \$ 7.00 | \$ 7.00 |
| Coloured copy - A4 sheet | C | 10% | \$ 0.60 | \$ 0.60 |
| Coloured copy - A3 sheet | C | 10% | \$ 1.20 | \$ 1.20 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|------------------------------------|------------------------------------|
| Recreation Reserve Maintenance | | | | |
| Central Reserve | | | | |
| Youth & Recreation Centre | C | 10% | \$ 553 | \$ 575 |
| Colac Cricket Association | C | 10% | \$ 2,103 | \$ 2,180 |
| Colac Football Club | C | 10% | \$ 6,251 | \$ 6,500 |
| Colac Little Athletics | C | 10% | \$ 541 | \$ 560 |
| Eastern Reserve | | | | |
| Colac Cricket Club | C | 10% | \$ 1,130 | \$ 1,170 |
| Colac Netball Association | C | 10% | \$ 637 | \$ 660 |
| Colac Baseball League | C | 10% | \$ 1,130 | \$ 1,170 |
| Western Reserve | | | | |
| Colac Cricket Association | C | 10% | \$ 1,227 | \$ 1,270 |
| Imperials Football Club | C | 10% | \$ 5,108 | \$ 5,310 |
| Cricket Ground | | | | |
| Colac Cricket Association | C | 10% | \$ 505 | \$ 520 |
| Colac Umpires Association | C | 10% | \$ 649 | \$ 670 |
| Eliminyt Recreation Reserve | | | | |
| South Colac Sports Club | C | 10% | \$ 6,035 | \$ 6,270 |
| Eliminyt Tennis Club | C | 10% | \$ 421 | \$ 435 |
| Community Services | | | | |
| Aged and Disability Services | | | | |
| Home Care (per hr) | C | 0 | \$3.50 to
\$16.00 | \$3.60 to
\$16.60 |
| Personal Care (per hr) | C | 0 | \$3.50 to
\$16.00 | \$3.60 to
\$16.60 |
| Respite Care (per hr) | C | 0 | \$3.50 to
\$16.00 | \$3.60 to
\$16.60 |
| Veterans Home Care (1st hour) <small>no
further fee</small> | C | 0 | \$ 5.00 | \$ 5.20 |
| Overnight Respite (per night) | C | 0 | \$ 30.00 | \$ 31.20 |
| Property Maintenance (per hour
plus materials) | C | 0 | \$9.60 to
\$14.40 | \$10.00 to
\$15.00 |
| Meeting Place | | | | |
| In House Activities | C | 10% | \$ 5.00 | \$ 5.00 |
| Swimming Activities | C | 10% | \$4.00+
BWFC
Charge | \$4.00+
BWFC
Charge |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|------------------------------------|-----------------------|-------|------------------------------------|------------------------------------|
| Community Transport | | | | |
| Colac | | | | |
| return | C | 10% | \$ 7.00 | \$ 7.30 |
| one way | C | 10% | \$ 3.50 | \$ 3.60 |
| Colac District | | | | |
| Birregurra/Forrest & Beeac/Warrion | | | | |
| return | C | 10% | \$ 10.00 | \$ 10.40 |
| one way | C | 10% | \$ 5.00 | \$ 5.20 |
| Colac Otway Shire | | | | |
| Apollo Bay, Lavers Hill | | | | |
| return | C | 10% | \$ 20.00 | \$ 20.80 |
| one way | C | 10% | \$ 10.00 | \$ 10.40 |
| Colac to Geelong or Ballarat | | | | |
| return | C | 10% | \$ 20.00 | \$ 20.80 |
| one way | C | 10% | \$ 10.00 | \$ 10.40 |
| Colac to Warrnambool | | | | |
| return | C | 10% | \$ 24.00 | \$ 25.00 |
| one way | C | 10% | \$ 12.00 | \$ 12.50 |
| Colac to Melbourne | | | | |
| return | C | 10% | \$ 40.00 | \$ 41.60 |
| one way | C | 10% | \$ 20.00 | \$ 20.80 |
| Full Cost Service | C | 10% | \$0.70 per
km + 10%
admin | \$0.75 per
km + 10%
admin |
| Delivered Meals | | | | |
| Delivered meals (per meal) | C | 0 | \$ 7.60 | \$ 8.00 |
| All meals (per meal) | C | 0 | \$ 7.60 | \$ 8.00 |
| (Full cost recovery GST applies) | | | | |
| | | | | |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|------------------------------------|------------------------------------|
| Family Day Care Fees | | | | |
| Care Charges | | | | |
| 8am to 6pm - Monday to Friday
(per hour per child) | C | 0 | \$ 5.20 | \$ 6.00 |
| Before 8am and after 6pm -
Monday to Friday
(per hour per child) | C | 0 | \$ 6.00 | \$ 6.75 |
| Saturday, Sunday and Public
Holidays
(per hour per child) | C | 0 | \$ 6.00 | \$ 6.75 |
| Administration levy | | | | |
| less than 10 hrs per fortnight
(per family per week) | C | 10% | \$ 5.50 | \$ 5.25 |
| greater than 10 hrs per fortnight
(per family per week) | C | 10% | \$ 6.50 | \$ 6.25 |
| Carers levy
(per hour per child) | C | 10% | \$ 0.10 | \$ 0.10 |
| Holding Fees for booked hours | | | | |
| 25 days per year for holidays | C | 0 | 50% of
fee | 50% of
fee |
| 12 occasional absences
(with little or no notice to Carer) | C | 0 | Full fee | Full fee |
| Sick fee (up to 5 days) | C | 0 | Full fee | Full fee |
| Sick fee (after 5 days with
Doctor's certificate) | C | 0 | 50% of
fee | 50% of
fee |
| Meals | | | | |
| Breakfast | C | 10% | \$ 2.50 | \$ 2.50 |
| Snack | C | 10% | \$ 1.00 | \$ 1.00 |
| Lunch | C | 10% | \$ 3.50 | \$ 3.50 |
| Evening Meal | C | 10% | \$ 4.50 | \$ 4.50 |
| Trips | C | 10% | \$ 3.50 | \$ 3.50 |
| Late Fee for payment in excess of
seven (7) days of account being
issued. | C | 10% | \$ 10.00 | \$ 10.00 |
| Please be advised that this is the recommended Fee Schedule only. | | | | |
| Public Health | | | | |
| Septic Tanks | | | | |
| Septic tank systems | C | 0 | \$ 300 | \$ 315 |
| Septic tank alterations | C | 0 | \$ 150 | \$ 160 |
| Additional inspections | C | 0 | \$ 75 | \$ 80 |
| | C | 0 | \$ 75 | \$ 80 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|--|-----------------------|-------|------------------------------------|------------------------------------|
| Health Administration (Reg fees) | | | | |
| Health Registration Fees | | | | |
| Food Premises | | | | |
| New | C | 0 | \$ 360 | \$ 380 |
| Renewal | C | 0 | \$ 250 | \$ 265 |
| Pre-Sealed Long life Food | | | | |
| New | C | 0 | \$ 130 | \$ 135 |
| Renewal | C | 0 | \$ 80 | \$ 85 |
| Fruit and Vegetables | | | | |
| New | C | 0 | \$ 215 | \$ 225 |
| Renewal | C | 0 | \$ 135 | \$ 140 |
| Charitable Groups/Schools | | | | |
| New | C | 0 | \$ 175 | \$ 185 |
| Renewal | C | 0 | \$ 125 | \$ 130 |
| Hospitals, Nursing Homes, Child Minding etc. | | | | |
| New | C | 0 | \$ 440 | \$ 465 |
| Renewal | C | 0 | \$ 340 | \$ 360 |
| Caterers | | | | |
| New | C | 0 | \$ 275 | \$ 290 |
| Renewal | C | 0 | \$ 220 | \$ 230 |
| Bed and Breakfast | | | | |
| New | C | 0 | \$ 175 | \$ 185 |
| Renewal | C | 0 | \$ 125 | \$ 130 |
| Food Vehicles | | | | |
| New | C | 0 | \$ 210 | \$ 220 |
| Renewal | C | 0 | \$ 145 | \$ 150 |
| Hairdressers/Beauty Parlours | | | | |
| New premises design fee | C | 0 | \$ 75 | \$ 80 |
| Registration/renewal | C | 0 | \$ 105 | \$ 110 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|--|-----------------------|-------|------------------------------------|------------------------------------|
| Skin Penetration | | | | |
| New premises design fee | C | 0 | \$ 75 | \$ 80 |
| Registration/renewal | C | 0 | \$ 105 | \$ 110 |
| Combo Beauty | | | | |
| New premises design fee | C | 0 | \$ 85 | \$ 90 |
| Registration/renewal | C | 0 | \$ 115 | \$ 120 |
| Other Charges | | | | |
| Prescribed Accommodation | | | | |
| 6 to 10 persons | | | | |
| New premises design fee | C | 0 | \$ 85 | \$ 90 |
| Registration/renewal | C | 0 | \$ 140 | \$ 150 |
| 11 to 20 persons | | | | |
| New premises design fee | C | 0 | \$ 95 | \$ 100 |
| Registration/renewal | C | 0 | \$ 175 | \$ 185 |
| 20+ persons | | | | |
| New premises design fee | C | 0 | \$ 105 | \$ 110 |
| Registration/renewal | C | 0 | \$ 220 | \$ 230 |
| Combo Food Premises /
Accommodation | C | 0 | \$ 130 | \$ 135 |
| Caravan Parks per Site | S | 0 | \$ 2.50 | \$ 2.50 |
| Miscellaneous | | | | |
| Transfer of Registration | C | 0 | 50% of
reg fee | 50% of
reg fee |
| Late Renewal Penalty Fee per Month | C | 0 | \$ 20 | \$ 25 |
| Conveyance Enquiries | C | 0 | \$ 100 | \$ 105 |
| Replacement Certificate | C | 0 | \$ 30 | \$ 35 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---------------------------------|-----------------------|-------|------------------------------------|------------------------------------|
| Bluewater Fitness Centre | | | | |
| Aquatic Programs | | | | |
| Daily Charges | | | | |
| Pool | | | | |
| Adult | C | 10% | \$ 4.60 | \$ 4.80 |
| Student | C | 10% | \$ 4.40 | \$ 4.60 |
| Pensioner | C | 10% | \$ 4.10 | \$ 4.30 |
| Child | C | 10% | \$ 3.60 | \$ 3.80 |
| Family | C | 10% | \$ 14.00 | \$ 15.00 |
| Competitor Entry | C | 10% | \$ 3.10 | n/a |
| School Group | C | 10% | \$ 3.10 | n/a |
| Parent / Toddler | C | 10% | \$ 4.20 | \$ 4.40 |
| Spa | | | | |
| Adult | C | 10% | \$ 4.60 | \$ 4.80 |
| Student | C | 10% | \$ 4.40 | \$ 4.60 |
| Pensioner | C | 10% | \$ 4.10 | \$ 4.30 |
| Sauna | | | | |
| Adult | C | 10% | \$ 4.60 | \$ 4.80 |
| Student | C | 10% | \$ 4.40 | \$ 4.60 |
| Pensioner | C | 10% | \$ 4.10 | \$ 4.30 |
| Swim Spa Sauna (SSS) | | | | |
| Adult | C | 10% | \$ 10.00 | \$ 9.50 |
| Student | C | 10% | \$ 9.00 | \$ 8.40 |
| Pensioner | | 10% | \$ 8.00 | \$ 7.40 |
| Aqua | | | | |
| Adult | C | 10% | \$ 10.00 | \$ 10.50 |
| Student | C | 10% | \$ 9.00 | \$ 9.50 |
| Pensioner | C | 10% | \$ 8.00 | \$ 8.40 |
| School Group | C | 10% | \$ 6.50 | n/a |
| Dry Programs | | | | |
| Gym | | | | |
| Adult | C | 10% | \$ 9.00 | \$ 9.50 |
| Student | C | 10% | \$ 8.00 | \$ 8.50 |
| Pensioner | C | 10% | \$ 7.00 | \$ 7.50 |
| Senior Special | C | 10% | \$ 4.50 | \$ 5.00 |
| 1hr fitness assessment | C | 10% | \$ 55 | \$ 48 |
| 1hr Personal training | C | 10% | \$ 55 | \$ 48 |
| 5 Ticket personal training | C | 10% | \$ 240 | \$ 210 |
| 10 Ticket personal training | C | 10% | \$ 460 | \$ 370 |
| Aerobic | | | | |
| Adult | C | 10% | \$ 10.00 | \$ 10.50 |
| Student | C | 10% | \$ 9.00 | \$ 9.50 |
| Pensioner | C | 10% | \$ 8.00 | \$ 8.50 |
| School Group | C | 10% | \$ 6.50 | n/a |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|-------------------------------|-----------------------|-------|------------------------------------|------------------------------------|
| Creche | | | | |
| Members | | | | |
| 1st Child 1hr | C | 10% | \$ 3.70 | \$ 4.00 |
| 1st Child 1.5hrs | C | 10% | \$ 5.50 | \$ 6.00 |
| 1st Child 2hrs | C | 10% | \$ 7.40 | \$ 8.00 |
| Additional child(ren) | C | 10% | \$ 3.00 | n/a |
| Per child - 1 hr | C | 10% | n/a | \$ 2.00 |
| Per child - 1.5 hrs | C | 10% | n/a | \$ 3.00 |
| Per child - 2 hrs | C | 10% | n/a | \$ 4.00 |
| Non Memebrs | | | | |
| 1st Child 1hr | C | 10% | \$ 4.50 | n/a |
| 1st Child 1.5hrs | C | 10% | \$ 6.00 | n/a |
| 1st Child 2hrs | C | 10% | \$ 8.00 | n/a |
| | | | | |
| Memberships | | | | |
| Gold (Aquatic and Dry) | | | | |
| Adult | | | | |
| 12 months | C | 10% | \$ 675 | \$ 672 |
| 6 months | C | 10% | \$ 465 | \$ 467 |
| 3 months | C | 10% | \$ 315 | \$ 315 |
| Student | | | | |
| 12 months | C | 10% | \$ 610 | \$ 610 |
| 6 months | C | 10% | \$ 420 | \$ 420 |
| 3 months | C | 10% | \$ 295 | \$ 295 |
| Pensioner | | | | |
| 12 months | C | 10% | \$ 560 | \$ 557 |
| 6 months | C | 10% | \$ 380 | \$ 373 |
| 3 months | C | 10% | \$ 250 | \$ 247 |
| Family | | | | |
| 12 months | C | 10% | \$ 1,039 | \$ 994 |
| 6 months | C | 10% | \$ 682 | \$ 651 |
| 3 months | C | 10% | \$ 451 | \$ 431 |
| | | | | |
| Silver (Dry) | | | | |
| Adult | | | | |
| 12 months | C | 10% | \$ 525 | \$ 525 |
| 6 months | C | 10% | \$ 365 | \$ 362 |
| 3 months | C | 10% | \$ 240 | \$ 236 |
| 20 Ticket Gym | C | 10% | \$ 160 | \$ 168 |
| 20 Ticket Aerobic | C | 10% | \$ 180 | \$ 189 |
| 20 Ticket Aqua | C | 10% | \$ 180 | n/a |
| 25 Ticket Aqua | C | 10% | \$ 200 | \$ 210 |
| 10 Ticket Aqua | C | 10% | \$ 90 | \$ 95 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|-------------------------|-----------------------|-------|------------------------------------|------------------------------------|
| Student | | | | |
| 12 months | C | 10% | \$ 485 | \$ 483 |
| 6 months | C | 10% | \$ 330 | \$ 326 |
| 3 months | C | 10% | \$ 215 | \$ 210 |
| 20 Ticket Gym | C | 10% | \$ 140 | \$ 147 |
| 20 Ticket Aerobics | C | 10% | \$ 160 | \$ 168 |
| 20 Ticket Aqua | C | 10% | \$ 160 | n/a |
| 25 Ticket Aqua | C | 10% | \$ 175 | \$ 184 |
| 10 Ticket Aqua | C | 10% | \$ 100 | \$ 105 |
| Pensioner | | | | |
| 12 months | C | 10% | \$ 445 | \$ 441 |
| 6 months | C | 10% | \$ 300 | \$ 300 |
| 3 months | C | 10% | \$ 200 | \$ 195 |
| 20 Ticket Gym | C | 10% | \$ 120 | \$ 126 |
| 20 Ticket Aerobic | C | 10% | \$ 140 | \$ 147 |
| 20 Ticket Aqua | C | 10% | \$ 140 | n/a |
| 25 Ticket Aqua | C | 10% | \$ 150 | \$ 158 |
| 10 Ticket Aqua | C | 10% | \$ 80 | \$ 84 |
| | | | | |
| Bronze (Aquatic) | | | | |
| Adult | | | | |
| 12 months | C | 10% | \$ 420 | \$ 441 |
| 6 months | C | 10% | \$ 280 | \$ 294 |
| 3 months | C | 10% | \$ 200 | \$ 210 |
| 10 Ticket Swim | C | 10% | \$ 45 | \$ 47 |
| 20 Ticket Swim | C | 10% | \$ 80 | \$ 84 |
| Student | | | | |
| 12 months | C | 10% | \$ 320 | \$ 336 |
| 6 months | C | 10% | \$ 240 | \$ 252 |
| 3 months | C | 10% | \$ 180 | \$ 189 |
| 10 Ticket Swim | C | 10% | \$ 43 | \$ 46 |
| 20 Ticket Swim | C | 10% | \$ 76 | \$ 80 |
| Child | | | | |
| 12 months | C | 10% | \$ 285 | \$ 300 |
| 6 months | C | 10% | \$ 200 | \$ 210 |
| 3 months | C | 10% | \$ 140 | \$ 147 |
| 10 Ticket Swim | C | 10% | \$ 35 | \$ 37 |
| 20 Ticket Swim | C | 10% | \$ 60 | \$ 63 |
| Pensioner | | | | |
| 12 months | C | 10% | \$ 360 | \$ 378 |
| 6 months | C | 10% | \$ 245 | \$ 258 |
| 3 months | C | 10% | \$ 160 | \$ 168 |
| 10 Ticket Swim | C | 10% | \$ 40 | \$ 42 |
| 20 Ticket Swim | C | 10% | \$ 70 | \$ 74 |
| Family | | | | |
| 6 months | C | 10% | \$ 430 | \$ 426 |
| 3 months | C | 10% | \$ 275 | \$ 289 |
| | | | | |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|--|-----------------------|-------|------------------------------------|------------------------------------|
| Learn to Swim | | | | |
| 30 min group lesson | C | 10% | \$ 10 | \$ 10 |
| 15 min 1 on 1 lesson | C | 10% | \$ 15 | \$ 15 |
| 30 min 1 on 1 | C | 10% | n/a | \$ 35 |
| Discount for 3 or more children
enrolled | C | 10% | \$ 9 | \$ 9 |
| Adult Squad Member | C | 10% | \$ 7 | \$ 7 |
| Adult Squad Non Member | C | 10% | \$ 10 | \$ 10 |
| Adult Squad Term Member | C | 10% | \$ 120 | n/a |
| Adult Squad Term Non Member | C | 10% | \$ 180 | n/a |
| Multi Squad pass Member 10 | C | 10% | n/a | \$ 63 |
| Multi Squad pass non Member 10 | C | 10% | n/a | \$ 90 |
| Squad | | | | |
| 1 per week | C | 10% | \$ 10 | n/a |
| 2-3 per week | C | 10% | \$ 11 | n/a |
| 4-6 per week | C | 10% | \$ 12 | n/a |
| 7-11 per week | C | 10% | \$ 13 | n/a |
| Pool Hire | | | | |
| Lane Hire/hr (during normal operating
hours) | C | 10% | \$ 18 | \$ 18 |
| Whole Pool 1/2 day < 4hrs (during
normal operating hours) | C | 10% | \$ 300 | \$ 300 |
| Whole Pool full day 4+hrs (during
normal operating hours) | C | 10% | \$ 400 | \$ 400 |
| Lifeguard Hire (outside normal
operating hours) | C | 10% | \$ 30 | \$ 30 |
| Peak Lane Hire Swim Club | C | 10% | n/a | \$ 4.00 |
| Non Peak Lane Hire Swim Club | C | 10% | n/a | \$ 2.00 |
| Stadium Hire | | | | |
| All day 8hr max (during normal
operating hours). | C | 10% | \$ 380 | \$ 380 |
| After hours hourly rate | C | 10% | \$ 40 | \$ 40 |
| Senior Court Hire/hr (Associations
only) | C | 10% | \$ 63 | \$ 37 |
| Junior Court Hire/hr (Associations
only) | C | 10% | \$ 32 | \$ 33 |
| Squash Court 1hr hour | C | 10% | \$ 17 | \$ 17 |
| Squash court 30min | C | 10% | \$ 8.50 | \$ 8.50 |
| Basketball casual entry | C | 10% | \$ 4.50 | \$ 4.50 |
| Minor hall hire | | | | |
| commercial | C | 10% | \$ 38 | \$ 38 |
| community | C | 10% | \$ 25 | \$ 25 |
| Room Hire/hr | C | 10% | \$ 25 | \$ 25 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|--------------------------------------|-----------------------|-------|------------------------------------|------------------------------------|
| Others | | | | |
| Pool party per child | C | 10% | \$ 15 | \$ 15 |
| Instructor Hire/hr Aquatic or Dry | C | 10% | \$ 50 | \$ 50 |
| Membership cancellation fee | C | 10% | \$ 30 | \$ 30 |
| Direct Debit Memberships (per month) | | | | |
| Gold | | | | |
| Adult | C | 10% | \$ 62 | \$ 55 |
| Student | C | 10% | \$ 56 | \$ 45 |
| Pensioner | C | 10% | \$ 46 | \$ 45 |
| Family | C | 10% | \$ 96 | \$ 81 |
| Conc | C | 10% | \$ 43 | \$ 45 |
| Silver | | | | |
| Adult | C | 10% | \$ 56 | \$ 43 |
| Student | C | 10% | \$ 42 | \$ 35 |
| Pensioner | C | 10% | \$ 38 | \$ 35 |
| Family | C | 10% | \$ 84 | n/a |
| Conc | C | 10% | \$ 33 | \$ 35 |
| Bronze | | | | |
| Adult | C | 10% | \$ 42 | \$ 35 |
| Student | C | 10% | \$ 38 | \$ 30 |
| Pensioner | C | 10% | \$ 34 | \$ 30 |
| Child | C | 10% | \$ 30 | \$ 23 |
| Family | C | 10% | \$ 60 | \$ 51 |
| Conc | C | 10% | \$ 29 | \$ 30 |
| Corporate | | | | |
| Family Gold | C | 10% | \$ 82 | \$ 86 |
| Adult Gold | C | 10% | \$ 52 | \$ 55 |
| Family Gold (12 month) | C | 10% | \$ 803 | \$ 844 |
| Adult (12month) | C | 10% | \$ 544 | \$ 581 |
| DD Adult Gold | C | 10% | \$ 45 | \$ 47 |
| DD Family Gold | C | 10% | \$ 67 | \$ 70 |
| Silver 12 Month Adult | C | 10% | \$ 485 | \$ 509 |
| Bronze 12 Month Adult | C | 10% | \$ 357 | \$ 375 |
| Bronze 12 Month Family | C | 10% | \$ 630 | \$ 662 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|--|-----------------------|-------|------------------------------------|------------------------------------|
| Infrastructure and Services | | | | |
| Asset Management | | | | |
| Special Charge Scheme | | | | |
| Contract Administration | C | 0 | \$ 0.03 | \$ 0.03 |
| Scheme Administration | C | 0 | \$ 0.03 | \$ 0.03 |
| Design Fee | | | | |
| In House | C | 0 | \$ 0.10 | \$ 0.10 |
| Other | C | 0 | At cost | At cost |
| Supervision of Sub-Division Works | | | | |
| (% of estimated cost of constructing works proposed) | S | 0 | \$ 0.03 | \$ 0.03 |
| Checking of Engineering Plans | S | 0 | \$ 0.01 | \$ 0.01 |
| Works on Roads (based on Fee Units) | | | | |
| Local Road (speed at any time is greater than 50kph) | | | | |
| <i>Works on Roads (works other than minor works)</i> | | | | |
| Conducted on any part of the roadway, shoulder or pathway (45 units) | S | 0 | \$ 526.05 | \$ 537.80 |
| Not conducted on any part of the roadway, shoulder or pathway (25 units) | S | 0 | \$ 292.25 | \$ 298.80 |
| <i>Minor Works</i> | | | | |
| Conducted on any part of the roadway, shoulder or pathway (11.5 units) | S | 0 | \$ 134.45 | \$ 137.40 |
| Not conducted on any part of the roadway, shoulder or pathway (5 units) | S | 0 | \$ 58.45 | \$ 59.80 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|------------------------------------|------------------------------------|
| Local Road (speed at any time is not more than 50 kph) | | | | |
| <i>Works on Roads (works other than minor works)</i> | | | | |
| Conducted on any part of the roadway, shoulder or pathway (20 units) | S | 0 | \$ 233.80 | \$ 239.00 |
| Not conducted on any part of the roadway, shoulder or pathway (5 units) | S | 0 | \$ 58.45 | \$ 59.80 |
| <i>Minor Works</i> | | | | |
| Conducted on any part of the roadway, shoulder or pathway (11.5 units) | S | 0 | \$ 134.45 | \$ 137.40 |
| Not conducted on any part of the roadway, shoulder or pathway (5 units) | S | 0 | \$ 58.45 | \$ 59.80 |
| Saleyards | | | | |
| Weighed cattle | C | 10% | \$ 8.80 | \$ 9.90 |
| Stud cattle | C | 10% | \$ 14.30 | \$ 15.40 |
| All other cattle | C | 10% | \$ 8.80 | \$ 9.90 |
| Dairy cattle | C | 10% | \$ 8.80 | \$ 9.90 |
| Bulls flat rate | C | 10% | \$ 14.30 | \$ 15.40 |
| Bobby calves | C | 10% | \$ 3.30 | \$ 4.40 |
| All horses | C | 10% | \$ 13.20 | \$ 14.30 |
| Sheep and lambs | C | 10% | \$ 0.55 | \$ 0.55 |
| Pigs | C | 10% | \$ 1.10 | \$ 2.20 |
| Private weigh | C | 10% | \$ 4.40 | |
| Annual licence and rental | C | 10% | \$ 1,100 | \$ 1,100 |
| Agents weekly fee | C | 10% | \$ 154.00 | \$ 154.00 |
| Agents special sale | C | 10% | \$ 154.00 | \$ 154.00 |
| Cows and calves weigh fee | | | | |
| >5 animals | C | 10% | \$ 2.25 | \$ 2.25 |
| 2-4 animals | C | 10% | \$ 2.75 | \$ 2.75 |
| 1 animal | C | 10% | \$ 3.30 | \$ 3.30 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|----------------------------------|-----------------------|-------|------------------------------------|------------------------------------|
| Waste Management | | | | |
| All Waste Reveal Sites | | | | |
| Putrescibles (inc mixed rubbish) | C | 10% | \$42 per
m3
min \$6.50 | \$44 per
m3
min
\$10.00 |
| Inert waste only (municipal) | C | 10% | \$26 per
m3
min \$5.50 | \$30 per
m3
min \$7.50 |
| Inert waste (commercial) | C | 10% | \$36 per
tonne | \$70 per
tonne or
\$17.50m |
| Tree pruning's | C | 10% | \$14.20
per m3 | \$20.00
per m3 |
| Steel scrap | C | 10% | \$16.50
per m3 | \$10.00
per m3 |
| Car bodies | C | 10% | \$ 43.70 | \$ 50.00 |
| Waste oil | C | 10% | \$0.50 per
litre | Nil |
| Chemical drums | C | 10% | \$0.80
each | \$1.00
each |
| Tyres | | | | |
| car | C | 10% | \$ 4.40 | \$ 4.60 |
| car on rim | C | 10% | \$ 5.20 | \$ 5.40 |
| dirty tyre | C | 10% | \$ 6.30 | \$ 6.50 |
| truck | C | 10% | \$ 16.00 | \$ 16.50 |
| tractor up to 1m | C | 10% | \$ 70.00 | \$ 72.00 |
| tractor 1 - 2m | C | 10% | \$ 125.00 | \$ 128.00 |
| dirty tractor up to 1m | C | 10% | \$ 90.00 | \$ 92.50 |
| dirty tractor 1 - 2m | C | 10% | \$ 190.00 | \$ 195.00 |
| batteries | C | 10% | \$ 4.20 | \$ 4.50 |
| Waste disposal tickets | | | | |
| 25 tickets | C | 10% | \$ 65.00 | \$ 140.00 |
| 10 tickets | C | 10% | \$ 32.00 | \$ 65.00 |
| Fully co-mingled recyclables | C | 10% | \$10.00
per m3 | \$10.00
per m3 |
| COS compost | C | 10% | \$16.40
per m3 | n/a |
| Silage Wrap – Loose | C | 10% | \$0.40 per
kg | n/a |
| Silage Wrap – In Poly Bags | C | 10% | \$0.15 per
kg | n/a |
| Silage Wrap – Pressed Bales | C | 10% | \$0.10 per
kg | n/a |
| Mattresses | C | 10% | \$20.00
each | \$20.00
each |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|------------------------------------|------------------------------------|
| Kerbside Bin Fees | | | | |
| 120 lt Garbage
(Bin only) New Service | C | 10% | n/a | \$ 60.00 |
| 240 lt Garbage
(Bin only) New Service | C | 10% | n/a | \$ 66.00 |
| 240 lt Garbage
Additional Service Charge/bin | C | 10% | n/a | \$ 210.00 |
| 120 lt Recycle
(Bin only) New Service | C | 10% | n/a | \$ 60.00 |
| 240 lt Recycle
(Bin only) New Service | C | 10% | n/a | \$ 66.00 |
| 240 lt Recycle
Additional Service Charge/bin | C | 10% | n/a | \$ 50.00 |
| 120 lt Organic
(Bin only) New Service | C | 10% | n/a | \$ 60.00 |
| 240 lt Organic
(Bin only) New Service | C | 10% | n/a | \$ 66.00 |
| 240 lt Organic
Additional Service Charge/bin | C | 10% | n/a | \$ 100.00 |
| Bin Change Over Fee (All Bins) | C | 10% | n/a | \$ 30.00 |
| Lost or Stolen bins - 120/240 lt | C | 10% | n/a | \$ 50.00 |
| | | | | |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
including
GST | 2010/11
Fee
including
GST |
|---|-----------------------|-------|--|--|
| Sustainable Planning and Development | | | | |
| Animal Control | | | | |
| Registration | | | | |
| Dog registration – Full | C | 0 | \$ 90 | \$ 90 |
| Dog registration - Microchipped or
Desexed | C | 0 | \$ 30 | \$ 30 |
| Dog registration – Microchipped and
Desexed | C | 0 | \$ 15 | \$ 15 |
| Cat registration – Full | C | 0 | \$ 75 | \$ 75 |
| Cat registration - Microchipped or
Desexed | C | 0 | \$ 25 | \$ 25 |
| Cat registration – Microchipped and
Desexed | C | 0 | \$ 15 | \$ 15 |
| All other (refer Schedule 2 of Domestic, Feral &
Nuisance Animal Act 1994) | C | 0 | \$ 30 | \$ 30 |
| Pensioner Discount | C | 0 | 50% | 50% |
| Working Farm Dog | | | n/a | \$ 15 |
| <u>Animal registration charges subject to Council Review</u> | | | | |
| Livestock | | | | |
| Pound Release Fees | | | | |
| Dogs | C | 0 | \$50 per
animal
plus \$10
per head
per day | \$50 plus
\$10
per day |
| Cats | C | 0 | | \$30 plus
\$10
per day |
| Cattle/Horses | C | 0 | \$60 plus
\$10 per
head per
day | \$60 plus
\$10 per
head per
day |
| Sheep/Pigs | C | 0 | \$30 plus
\$6 per
head per
day | \$30 plus
\$6 per
head per
day |
| All other | C | 0 | \$20 plus
\$5 per
head per
day | \$20 plus
\$5 per
head per
day |
| <u>Plus cartage and labour where applicable.</u> | | | | |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|------------------------------------|------------------------------------|
| Building Control | | | | |
| Building Control Charges | | | | |
| Lodgement Fees | | | | |
| Class 1 & 10 | S | 0 | \$ 30.75 | \$ 32.60 |
| Other classes | S | 0 | \$ 30.75 | \$ 32.60 |
| Information Charges | | | | |
| Property information | S | 0 | \$ 41.00 | \$ 43.45 |
| Building plans, plan search | S | 10% | \$ 35.00 | \$ 38.50 |
| Plan copying A4 sheet | C | 10% | \$ 0.30 | \$ 0.30 |
| Plan copying A3 sheet | C | 10% | \$ 0.60 | \$ 0.60 |
| Other size sheets | C | 10% | \$ 3.50 | \$ 3.50 |
| Report and Consent Fees | | | | |
| Projections over street alignments
(reg 513) | S | 0 | \$ 205.00 | \$ 217.50 |
| Building over easement (Reg 310) | S | 0 | \$ 205.00 | \$ 217.50 |
| Building over public facilities (Reg
515) | S | 0 | \$ 205.00 | \$ 217.50 |
| Siting variations/building regulations
rescode items (regs 408, 421) | S | 0 | \$ 205.00 | \$ 217.50 |
| Other siting matters/rescode
outbuilding items (Regs 4.2-4.30) | S | 0 | \$ 205.00 | \$ 217.50 |
| Precautions over the street/public
protection (Reg 604(4)) | S | 0 | \$ 205.00 | \$ 217.50 |
| Land liable to flooding (Reg 802(3)) | S | 0 | \$ 205.00 | \$ 217.50 |
| Overland flood/flooding (Reg
806(1)) | S | 0 | \$ 205.00 | \$ 217.50 |
| Stormwater discharge (Reg 610(2)) | S | 0 | \$ 205.00 | \$ 217.50 |
| Demolition fee (S. 29A) | S | 0 | \$ 51.25 | \$ 54.35 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|--|-----------------------|-------|------------------------------------|------------------------------------|
| <u>Building Permit Fees</u> | | | | |
| Domestic – Class 1a Dwellings and 10 Outbuildings (construction and demolition) | | | | |
| A recommended fee shall apply where the value of building work: | | | | |
| does not exceed \$5,000 | | | \$ 330 | \$ 330 |
| does not exceed \$10,000 | | | \$ 462 | \$ 462 |
| does not exceed \$15,000 | | | \$ 576 | \$ 605 |
| does not exceed \$25,000 | | | \$ 693 | \$ 693 |
| does not exceed \$50,000 | | | \$ 858 | \$ 858 |
| does not exceed \$75,000 | | | \$ 1,034 | \$ 1,100 |
| does not exceed \$100,000 | | | \$ 1,155 | \$ 1,320 |
| does not exceed \$150,000 | | | \$ 1,430 | \$ 1,430 |
| does not exceed \$200,000 | | | \$ 1,727 | \$ 1,760 |
| does not exceed \$250,000 | | | \$ 2,079 | \$ 2,090 |
| does not exceed \$300,000 | | | \$ 2,310 | \$ 2,310 |
| does exceed \$300,000 | | | \$2,915 + | \$2915+ |
| (additional fees charged where additional inspections are required) | | | | |
| All other Classes of Occupancy 2-9 inclusive (Construction and/or Demolition) | | | | |
| A recommended fee shall apply where the value of building work: | | | | |
| does not exceed \$5,000* | | | \$ 330 | \$ 330 |
| does not exceed \$10,000* | | | \$ 495 | \$ 495 |
| does not exceed \$20,000* | | | \$ 735 | \$ 748 |
| does not exceed \$50,000* | | | \$ 990 | \$ 1,100 |
| does not exceed \$100,000* | | | \$ 1,650 | \$ 1,760 |
| does not exceed \$200,000* | | | \$ 2,310 | \$ 2,420 |
| does not exceed \$500,000* | | | \$ 3,520 | \$ 3,850 |
| does not exceed \$600,000 | | | 0.60% | 0.60% |
| does not exceed \$700,000 | | | 0.60% | 0.60% |
| does not exceed \$800,000 | | | 0.60% | 0.60% |
| does not exceed \$900,000 | | | 0.60% | 0.60% |
| does not exceed \$1,000,000 | | | 0.55% | 0.55% |
| does not exceed \$1,500,000 | | | 0.50% | 0.50% |
| does not exceed \$2,000,000 | | | 0.50% | 0.50% |
| does exceed \$2,000,000 | | | 0.40% | 0.40% |
| Statutory Charge on Building Permits | | | | |
| Building permit levy (cost of building over \$10,000) | | | Cost x
0.128% of
works | Cost x
0.128% of
works |
| Statutory Charge on Domestic Building Permits | | | | |
| Domestic Building Levy (HIH) (Cost of domestic works only over \$10,000) | | | Cost x
0.032% of
works | Cost x
0.032% of
works |
| * Council fees nominated apply except for exceptional cases where the fee will be negotiated with the Building Surveyor. | | | | |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|---|---|
| Fire Prevention | | | | |
| Infringement Fee – Burning of
Offensive Material (2 penalty units) | S | 0 | \$ 233.80 | \$ 238.90 |
| Standpipe Water fee - per kilolitre | C | 10% | \$ 3.00 | \$ 3.00 |
| Local Laws | | | | |
| Local Law No 1 | | | | |
| Alcohol permit | C | 0 | \$ 50.00 | \$ 75.00 |
| Alcohol Infringement Fee
(1 penalty unit) | S | 0 | \$ 116.90 | \$ 119.45 |
| Local Law No 2 | | | | |
| Vegetation | C | 0 | \$ 50.00 | \$ 50.00 |
| Signs (A Frame) | C | 0 | - | |
| Charitable Organisations | | | \$ 40.00 | \$ 40.00 |
| Other | C | 0 | \$ 80.00 | \$ 80.00 |
| Goods for Sale | C | 0 | \$40 per
m ² | \$40 per
m ² |
| Tables and Chairs | C | 0 | \$60 for
1st table
and 4
chairs –
then \$15
per seat
thereafter | \$60 for
1st table
and 4
chairs –
then \$15
per seat
thereafter |
| Using Council Land | C | 0 | \$30 plus
\$10 per
week | \$30 plus
\$10 per
week |
| Street Party/Festival | C | 0 | \$100 per
event | \$100 per
event |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|---|---|
| Event | C | 0 | - | - |
| Charitable Organisations | C | 0 | \$50 per
event | \$50 per
event |
| Other | C | 0 | \$100 per
event | \$100 per
event |
| Circus | C | 0 | \$ 100.00 | \$ 100.00 |
| Camping | C | 0 | \$ 50.00 | \$ 50.00 |
| Sport Event | C | 0 | \$ 50.00 | \$ 50.00 |
| Impoundment Fee | C | 0 | \$ 100.00 | \$ 100.00 |
| Abandoned or derelict vehicles | C | 0 | \$200 plus
transport &
storage | \$200 plus
transport &
storage |
| Public Protection (Hoarding Permit) | C | 0 | \$15
application
fee plus \$5
per m ² | \$15
application
fee plus \$5
per m ² |
| All Other Permits | C | 0 | \$ 60.00 | \$ 61.00 |
| <u>Note:</u> All fees subject to Council Review | | | | |
| <u>Parking</u> | | | | |
| Disabled Parking | | | | |
| replacement fee | C | 0 | \$ 5.00 | \$ 5.00 |
| All Day Parking Permit | C | 0 | \$12 per
week | \$12 per
week |
| Building Site on Street | | | | |
| parking space charge/permit | C | 0 | \$30 per
bay per
week | \$30 per
bay per
week |
| Car Parking Fines | C | 0 | \$ 50.00 | \$ 55.00 |
| Car Parking Fines | S | 0 | \$68 to
\$113 | \$70 to
\$117 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|---|-----------------------|-------|------------------------------------|------------------------------------|
| Planning Fees & Charges | | | | |
| (d) Other | | | | |
| Planning Certificates | S | 0 | \$ 17.20 | \$ 18.20 |
| Planning Certificates – Urgent | C | 0 | \$ 50.00 | \$ 52.00 |
| Certificate of Compliance | S | 0 | \$ 139.00 | \$ 147.00 |
| Satisfaction Matters | S | 0 | \$ 96.00 | \$ 102.00 |
| Property Enquiry | C | 10 | \$ 115.00 | \$ 120.00 |
| Advertising | | | | |
| advertising sign erected on site | C | 10% | \$ 50.00 | \$ 100.00 |
| additional signs per site per sign | C | 10% | \$ 20.00 | \$ 50.00 |
| advertising notice sent to individual
property owners per letter | C | 10% | \$ 3.50 | \$ 4.00 |
| Extension of time to planning permits | C | 10% | \$ 55.00 | \$ 65.00 |
| Application for Certification of
subdivision under Subdivision Act | S | 0 | \$ 100.00
plus \$20
per lot | \$ 100.00
plus \$20
per lot |
| Application for Plan of Consolidation | S | 0 | \$ 100.00 | \$ 100.00 |
| Application for Rectification of Plan of
Subdivision | S | 0 | \$ 100.00 | \$ 100.00 |
| Engineering Plan prepared by
Council | C | 10% | 3.5% of
value of
works | 3.5% of
value of
works |
| Supervision of Works | C | 10% | 2.5% of
value of | 2.5% of
value of |
| Check Engineering Plans | C | 10% | 0.75% of
value of
works | 0.75% of
value of
works |
| NEW - Copies of Permits/Plans | C | 10% | n/a | \$ 30.00 |

Appendix E - User Fees Charges

| Service | Council/
Statutory | GST % | 2009/10
Fee
Including
GST | 2010/11
Fee
Including
GST |
|--|-----------------------|-------|------------------------------------|------------------------------------|
| Tourism | | | | |
| <u>Colac Visitor Information Centre</u> | | | | |
| Internet Charges | | | | |
| per hour | C | 10% | \$ 6.00 | \$ 8.00 |
| per half hour | C | 10% | \$ 3.00 | \$ 6.00 |
| per ¼ hour | C | 10% | \$ 2.00 | \$ 3.00 |
| Bus Tour Service | | | | |
| 48 hours plus | C | 10% | \$ 6.00 | \$ 6.00 |
| Booking Commission | C | 10% | 4%
commission | 4%
commission |
| Apollo Bay Harbour | | | | |
| Fixed Mooring (Annual) | C | 10% | \$ 1,370 | \$ 1,500 |
| Swing Mooring (Annual) | C | 10% | \$ 88 | \$ 100 |
| Itinerant Berth (Daily) Based on Vessel Length | | | | |
| up to 10m | C | 10% | n/a | \$ 10 |
| more than 10m but less than 15m | C | 10% | n/a | \$ 20 |
| more than 15m but less than 20m | C | 10% | n/a | \$ 25 |
| more than 20m but less than 25m | C | 10% | n/a | \$ 30 |
| more than 25m but less than 30m | C | 10% | n/a | \$ 50 |
| more than 30m | C | 10% | n/a | \$ 100 |
| Swing Mooring Establishment | C | 10% | \$ 151 | \$ 160 |
| Marina Keys | C | 10% | \$ 16 | \$ 20 |

2010/2011 User Fees and Charges

(a) Planning Permit Fees – Set by Statute

Fees for 2010/2011 are reflective of the current legislative fees schedule. These are expected to increase during the course of the year.

| Class | Type of Permit Application | 2009/2010
Fee (GST
Exempt) | 2010/2011
Fee (GST
Exempt) |
|--|--|----------------------------------|----------------------------------|
| 1 | Use only | \$ 473 | \$ 502 |
| To develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is: | | | |
| 2 | Single dwelling (\$10,000-\$100,000) | \$ 225 | \$ 239 |
| 3 | Single dwelling (More than \$100,000) | \$ 462 | \$ 490 |
| To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is: | | | |
| 4 | Other developments (\$10,000 or less) | \$ 96 | \$ 102 |
| 5 | Other developments (\$10,001-\$250,000) | \$ 569 | \$ 604 |
| 6 | Other developments (\$250,001-\$500,000) | \$ 666 | \$ 707 |
| 7 | Other developments ((\$500,001-\$1 million) | \$ 768 | \$ 815 |
| 8 | Other developments (\$1,000,001-\$7 million) | \$ 1,086 | \$ 1,153 |
| 9 | Other developments (\$7,000,001-\$10 million) | \$ 4,559 | \$ 4,837 |
| 10 | Other developments (\$10,000,001-\$50 million) | \$ 7,601 | \$ 8,064 |
| 11 | Other developments (more than \$50,000,000) | \$ 15,204 | \$ 16,130 |
| 12 | To subdivide an existing building | \$ 364 | \$ 386 |
| 13 | To subdivide land into two lots | \$ 364 | \$ 386 |
| 14 | To effect a realignment of a common boundary between lots or to consolidate two or more lots | \$ 364 | \$ 386 |
| 15 | All other subdivisions | \$ 736 | \$ 781 |
| 16 | An application to remove a restriction (within the meaning of the Subdivision Act 1988) in the circumstances described in Section 47(2) of the Planning and Environment Act 1987 | \$ 235 | \$ 249 |
| 17 | An application to create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or to create or remove a right-of-way. | \$ 510 | \$ 541 |
| 18 | To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement other than a right of way in a Crown. | \$ 381 | \$ 404 |

(b) Amendments to Permits – Set by Statute

| Class | Type of amendment | 2009/2010
Fee (GST
Exempt) | 2010/2011
Fee (GST
Exempt) |
|-------|--|----------------------------------|----------------------------------|
| 1 | Change of use only | \$ 96 | \$ 502 |
| 2 | To amend a permit other than a single dwelling | \$ 473 | \$ 502 |
| 3 | Single dwelling (\$10,000-\$100,000) | \$ 225 | \$ 239 |
| 4 | Single dwelling (more than \$100,000) | \$ 462 | \$ 490 |
| 5 | Other developments (\$10,000 or less) | \$ 96 | \$ 102 |
| 6 | Other developments (\$10,000-\$250,000) | \$ 569 | \$ 604 |
| 7 | Other developments (\$250,000-\$500,000) | \$ 666 | \$ 707 |
| 8 | Other developments (\$500,000-\$1million) | \$ 768 | \$ 815 |
| 9 | Other amendments | \$ 364 | \$ 386 |

(c) Planning Scheme Amendment Fees – Set by Statute

| Class | Type of Permit Application | 2009/2010
Fee (GST
Exempt) | 2010/2011
Fee (GST
Exempt) |
|-------|---|----------------------------------|----------------------------------|
| i. | Considering a request for an Amendment | \$ 752 | \$ 798.00 |
| ii. | Independent panel (considering submissions which seek a change to an Amendment) | \$ 752 | \$ 798.00 |
| iii. | Adoption of Amendment by Responsible Authority | \$ 494 | \$ 524.00 |
| iv. | Consideration of a request to approve an Amendment (by the Minister for Planning) | \$ 752 | \$ 798.00 |

COPACC

| All Fees are inclusive of GST | | | | | | | |
|---|----------------------------------|--|---------------|--|---------------|---|---------------|
| AREA | EVENT/RATE | SPECIAL FUNCTION, including Commercial
Special Function refers to a disco, cabaret, ball, business function, dinner dance or wedding. | | COMMUNITY GROUPS, from COLAC OTWAY
Refers to organisations and recreation clubs which are not for-profit. | | CHARITABLE ORGANISATIONS
Are organisations which have charitable tax deductible status and provide a public benefit. | |
| | | 2009/2010 | 2010/2011 | 2009/2010 | 2010/2011 | 2009/2010 | 2010/2011 |
| ENTIRE VENUE HIRE
<small>(EXCLUDING Theatre and Cinema)</small> | 14 Hour Hire | \$ 1,890 | \$ 1,965 | \$ 1,630 | \$ 1,685 | \$ 1,500 | \$ 1,560 |
| | 8 Hour Hire | \$ 1,080 | \$ 1,123 | \$ 930 | \$ 970 | \$ 857 | \$ 900 |
| | 4 Hour Hire | \$ 430 | \$ 450 | \$ 355 | \$ 370 | \$ 429 | \$ 450 |
| | Hourly Rate | \$ 160 | \$ 170 | \$ 125 | \$ 130 | \$ 107 | \$ 115 |
| CIVIC HALL | 14 Hour Hire | \$ 850 | \$ 1,200 | \$ 720 | \$ 800 | \$ 650 | \$ 750 |
| | 8 Hour Hire | \$ 485 | \$ 685 | \$ 410 | \$ 500 | \$ 375 | \$ 450 |
| | 4 Hour Hire | \$ 350 | \$ 450 | \$ 325 | \$ 350 | \$ 270 | \$ 300 |
| | Hourly Rate | \$ 70 | \$ 85 | \$ 50 | \$ 70 | \$ 45 | \$ 55 |
| CIVIC HALL Add On Rooms | Kitchen | \$ 30 | \$ 30 | \$ 25 | \$ 25 | \$ 20 | \$ 20 |
| | Meeting Room 1 | \$ 25 | \$ 25 | \$ 20 | \$ 20 | \$ 15 | \$ 15 |
| | Hourly Rate Meeting Room 1&2 | \$ 35 | \$ 35 | \$ 30 | \$ 30 | \$ 25 | \$ 25 |
| MEETING ROOM/S
Hourly Rate | SINGLE ROOM (Between 8:30 & 5pm) | \$30 per hr | \$32 per hour | \$25 per hr | \$27 per hour | \$20 per hr | \$22 per hour |
| | DOUBLE ROOM (Between 8:30 & 5pm) | \$45 per hr | \$48 per hour | \$40 per hr | \$44 per hour | \$35 per hr | \$39 per hour |
| | SINGLE ROOM (After hours) | \$50 per hour | \$55 per hour | \$45 per hour from 5:30pm | \$47 per hour | \$40 per hour from 5pm | \$44 per hour |
| | DOUBLE ROOM (After hours) | \$65 per hour | \$ per hour70 | \$55 per hour | \$60 per hour | \$45 per hour | \$50 per hour |
| KITCHEN
Hourly Rate | Between 8:30 & 5pm | \$30per hr | \$30 per hour | \$20 per hr | \$20 per hour | \$15 per hr | \$15 per hour |
| | After hours | \$55per hr | \$55 per hour | \$45 per hr | \$45 per hour | \$40 per hr | \$40 per hour |
| GREEN ROOM | Hourly Rate | \$25 per hr | \$28 per hour | \$20 per hr | \$25 per hour | \$15 per hr | \$20 per hour |
| | After hours | \$40per hr | \$45 per hour | \$35 per hr | \$40 per hour | \$35 per hr | \$40 per hour |
| REHEARSAL ROOM | Between 8.30 & 5PM | \$30 per hour | \$32 per hour | \$25 per hour | \$27 per hour | \$20 per hr | \$22 per hour |
| | After hours | \$50 per hour | \$55 per hour | \$45 per hour | \$47 per hour | \$40 per hr | \$44 per hour |
| PUBLIC GALLERY
Hourly Rate
For Meeting and Conventions | Between 8:30 & 5pm | \$40 per hr | \$45 per hour | \$30 per hr | \$40 per hour | \$25 per hr | \$30 per hour |
| | After hours | \$45 per hr | \$55 per hour | \$45 per hr | \$50 per hour | \$40 per hr | \$45 per hour |
| BOND | | \$500-\$700 | \$500-\$700 | \$500-\$700 | \$500-\$700 | \$200-\$500 | \$200-\$500 |
| DEPOSIT | | \$ 100 | \$ 100 | \$ 100 | \$ 100 | \$ 100 | \$ 100 |
| ROLL OVER | Evening Prior | \$ 100 | \$ 100 | \$ 70 | \$ 70 | \$ 50 | \$ 50 |
| | All Day Prior | \$ 150 | \$ 150 | \$ 120 | \$ 120 | \$ 100 | \$ 100 |

All hire rates include one duty supervisor

Other labour charges will apply if hirers require additional function support ie. seminars or conferences.

COPACC can provide normal tea, coffee and biscuits for external functions at a cost of \$3.50 per person.

Cost of hire includes all table & chair set up, water and glasses, whiteboard. Other additional audio equipment will be charged.

#

Please Note: Prices listed above are subject to change at any time by Colac Otway Shire.

For information as to current rates, please view the Colac Otway web site link www.colacotway.vic.gov.au

Appendix E - User Fees Charges

| AREA | EVENT/RATE | COMMERCIAL HIRE | | COMMUNITY GROUPS, CHARITY, SCHOOLS & COUNCIL from COLAC OTWAY
Refers to organisations and recreation clubs which are Not-for-profit. | |
|---|-------------------------------------|---------------------------|---------------------------|---|---------------------------|
| | | 2009/2010 | 2010/2011 | 2009/2010 | 2010/2011 |
| AUDITORIUM 1 | | | | | |
| <i>This rate includes one technician. There are additional charges for labour, ushers, lighting, booking fee, credit card charges and cleaning. Hiring of the venue during Colac Cinema's lease time are subject to an additional fee levied by the cinema)</i>
Min Hire 4 hours | 12 Hour Hire
- 11:30am – 11:30pm | \$ 1,200 | \$ 1,250 | \$ 1,000 | \$ 1,050 |
| | 8 Hour Hire | \$ 1,000 | \$ 1,050 | \$ 800 | \$ 850 |
| | - 4 Hour hire | \$ 800 | \$ 850 | \$ 600 | \$ 650 |
| | HOURLY RATE | \$ 150 | \$ 200 | \$ 100 | \$ 150 |
| | ADMIN FEE | \$ 130 | \$ 150 | \$ 75 | \$ 100 |
| | Hourly Penalty | \$ 280 | \$ 280 | \$ 280 | \$ 280 |
| LABOUR CHARGES
Hourly Rate | Technical staff | \$45 per hour | \$47 per hour | \$45 per hour | \$47 per hour |
| CINEMA/BOX OFFICE CHARGES | - Front of House/Ushers | \$225 min (1-100 patrons) | \$240 min (1-100 patrons) | \$225 min (1-100 patrons) | \$240 min (1-100 patrons) |
| | - Ticketing | \$2.75 per ticket | \$2.75 per ticket | \$1.38 per ticket | \$1.38 per ticket |
| | - Credit Card Charges | 4% on sales | 4% on sales | 4% on sales | 4% on sales |
| | - Extra Cleaning | \$32 per hr | \$45 per hour | \$32 per hr | \$45 per hour |
| OTHER CHARGES | - Grand Piano | \$100.00 per session | \$100 | \$50.00 per session | Free |
| | - Piano Tuning | \$200 (if required) | \$220 (if required) | \$200 (if required) | \$220 (if required) |
| | - Standard Lighting | Now covered in venue hire | Now covered in venue hire | Now covered in venue hire | Now covered in venue hire |
| | Cleaning | \$ 75 | \$ 75 | \$ 75 | \$ 75 |

Public Gallery Exhibition & Display Hire Charges (new charges)

| | Commercial / Business | Professional Artist | Community Artist |
|-------------------|-----------------------|-------------------------------|------------------|
| Wall Display Only | \$100 per day | \$20 per day + 10% commission | 10% commission |
| Wall & Floor | \$150 per day | \$25 per day + 10% Commission | 10% commission |
| Floor only | \$100 per day | \$20 per day + 10% commission | 10% commission |

Other Harbour fees for 2010/2011

| Vessel Length | Slipping Fee
Including GST | Storage Fee
(Per Day)
Including GST | Vessel Length | Slipping Fee
Including GST | Storage Fee
(Per Day)
Including GST |
|---------------|-------------------------------|---|---------------|-------------------------------|---|
| 10 | \$148.72 | \$37.20 | 17.2 | \$398.57 | \$149.60 |
| 10.2 | \$154.67 | \$40.30 | 17.4 | \$406.75 | \$152.70 |
| 10.4 | \$160.62 | \$43.40 | 17.6 | \$414.93 | \$155.90 |
| 10.6 | \$166.57 | \$46.60 | 17.8 | \$423.11 | \$159.00 |
| 10.8 | \$172.52 | \$49.70 | 18 | \$431.29 | \$162.10 |
| 11 | \$178.46 | \$52.80 | 18.2 | \$441.70 | \$165.20 |
| 11.2 | \$184.41 | \$55.90 | 18.4 | \$452.11 | \$168.40 |
| 11.4 | \$190.36 | \$59.10 | 18.6 | \$462.52 | \$171.50 |
| 11.6 | \$196.31 | \$62.20 | 18.8 | \$472.93 | \$174.60 |
| 11.8 | \$202.26 | \$65.30 | 19 | \$483.34 | \$177.70 |
| 12 | \$208.21 | \$68.40 | 19.2 | \$493.75 | \$180.80 |
| 12.2 | \$214.16 | \$71.50 | 19.4 | \$504.16 | \$184.00 |
| 12.4 | \$220.11 | \$74.70 | 19.6 | \$514.57 | \$187.10 |
| 12.6 | \$226.05 | \$77.80 | 19.8 | \$524.98 | \$190.20 |
| 12.8 | \$232.00 | \$80.90 | 20 | \$535.39 | \$193.30 |
| 13 | \$237.95 | \$84.00 | 20.2 | \$545.80 | \$196.50 |
| 13.2 | \$243.90 | \$87.20 | 20.4 | \$556.21 | \$199.60 |
| 13.4 | \$249.85 | \$90.30 | 20.6 | \$566.62 | \$202.70 |
| 13.6 | \$255.80 | \$93.40 | 20.8 | \$577.03 | \$205.80 |
| 13.8 | \$261.75 | \$96.50 | 21 | \$587.44 | \$209.00 |
| 14 | \$267.70 | \$99.60 | 21.2 | \$597.85 | \$212.10 |
| 14.2 | \$275.88 | \$102.80 | 21.4 | \$608.26 | \$215.20 |
| 14.4 | \$284.06 | \$105.90 | 21.6 | \$618.68 | \$218.30 |
| 14.6 | \$292.24 | \$109.00 | 21.8 | \$629.09 | \$221.40 |
| 14.8 | \$300.41 | \$112.10 | 22 | \$639.50 | \$224.60 |
| 15 | \$308.60 | \$115.30 | 22.2 | \$649.91 | \$227.70 |
| 15.2 | \$316.77 | \$118.40 | 22.4 | \$660.32 | \$230.80 |
| 15.4 | \$324.96 | \$121.50 | 22.6 | \$670.73 | \$233.90 |
| 15.6 | \$333.14 | \$124.60 | 22.8 | \$681.14 | \$237.10 |
| 15.8 | \$341.31 | \$127.80 | 23 | \$691.55 | \$240.20 |
| 16 | \$349.49 | \$130.90 | 23.2 | \$701.96 | \$243.30 |
| 16.2 | \$357.67 | \$134.00 | 23.4 | \$712.37 | \$246.40 |
| 16.4 | \$365.85 | \$137.10 | 23.6 | \$722.78 | \$249.60 |
| 16.6 | \$374.03 | \$140.20 | 23.8 | \$733.19 | \$252.70 |
| 16.8 | \$382.21 | \$143.40 | 24 | \$743.60 | \$255.80 |
| 17 | \$390.39 | \$146.50 | | | |

OM102605-4 BEECHY PRECINCT LIBRARY JOINT USE COMMITTEE

| | | | |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR: | Marg Scanlon | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN 00374 |

Purpose

The purpose of this report is to ascertain the Colac Otway Shire Council representatives for the Beechy Precinct Library Joint Use Committee.

Declaration of Interests

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

Background

In accordance with the Development and Joint Use Agreement (DJUA) for the Beechy Precinct Library a Joint Use Committee is to be established no later than three weeks after the completion of construction.

It is seen as important that even though the facility will not be finalised until August that the Joint Use Committee is established before that time.

Clause 15.1 (a) of the Agreement provides details of the makeup of the committee.

(a) The parties will establish a Joint Committee in respect of the Facility comprising:

- (i) 2 members appointed by the College Council ("**the College Council Representatives**");*
- (ii) 2 members appointed by the Shire Council ("**the Shire Council Representatives**");*
- (iii) 1 member of the Library Operator (if one is appointed) ("**the Library Operator Representative**"); and*
- (iv) 2 independent community representatives who have submitted an expression of interest and whose appointment is approved by both the Shire Council and the College Council.*

Council Plan / Other Strategies / Policy

The key result area of Community Health and wellbeing includes in the objective:
Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.

Issues / Options**DJUA**

Clause 15.1 (b) to (g) of the DJUA further stipulates the following criteria for the Joint Use Committee:

- (b) The College Council and the Shire Council will give Notice of the first appointees to each other, and the Joint Committee will be formed, within 7 days after the Date of Practical Completion.*

- (c) *The College Council and the Shire Council will advise each other of the names and addresses of persons appointed to the Joint Committee from time to time and may revoke appointments and substitute other persons as appointees at any time.*
- (d) *The chairperson must be one of the independent members of the Joint Committee.*
- (e) *The Joint Committee will operate throughout the life of this Agreement in accordance with the terms of the Agreement.*
- (f) *A purpose of the Joint Committee is to ensure consistent approaches to the use of the Facility which reflect the needs of the College the Shire Council and the community.*
- (g) *The Joint Committee will meet at least quarterly, unless the parties agree otherwise.*

Other Members of the Committee

College Council Representatives – The College will be appointing 2 members to the Committee.

Corangamite Regional Library Representative (CRLC) – The Acting Chief Executive Officer of the CRLC has advised that Pepita Marshall the Colac Librarian would be the member appointed by the Library Operator.

Community Representatives – An Expressions of Interest process has been undertaken to seek nominations from the community to be a part of the Committee.

Naming of the Facility

It is intended to name the new facility. The Beechy Precinct Management Group are committed to ensuring the community get to have their say about the name of the new facility.

As part of the process the Community Consultative Group will decide on some possible names depending on the number of responses. These suggestions will be then publicised through local media and Council's website for the community to vote on.

Proposal

It is proposed that the 2 members appointed by Council are an officer and a Councillor.

The Officer to be the General Manager of Corporate & Community Services, currently Colin Hayman.

Colin Hayman is a member of the Project Management Group of the Beechy Precinct, is a member of the Corangamite Regional Library Board and is fully supportive of the Joint Use Library.

A Councillor is to be nominated to the committee. It is important that the Councillor appointed is supportive of the Joint Use Library.

Financial and Other Resource Implications

There may be minor costs with the servicing of the committee.

Risk Management & Compliance Issues

Issues will be discussed by the committee when formed.

Environmental and Climate Change Considerations

Issues will be discussed by the committee when formed

Community Engagement

An expression of interest process was undertaken for the 2 independent community representatives.

Implementation

The Colac Secondary College Council has undertaken a nomination process to determine their representatives and these are in the process of being confirmed and the Corangamite Regional Library Corporation has appointed Pepita Marshall as their representative. Further to the determination of Council's representatives and the final makeup of the committee, it is proposed that the committee would commence discussions to determine the Committee's terms of reference.

Conclusion

The establishment of the Joint Use Committee for the Beechy Precinct Library is a requirement of the Development and Joint Use Agreement. This committee will provide input to the long term functions and future development of this life long learning centre being made available to the Colac Otway community.

Attachments

Nil

Recommendation(s)

That Council agree that the 2 appointed members by Council for the Beechy Precinct Joint Use Committee are an officer and a Councillor; the Officer being the General Manager of Corporate and Community Services, currently Colin Hayman and a Councillor to be nominated to the Committee.

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

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | D                       | W                        |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|--------------------------|-------------------------|--------------------------|-------|----------------------|-----------|-------|-------------------|----------|-------|-------------------|-----------|
| <b><u>INFRASTRUCTURE AND SERVICES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| <b><u>OM102605-5          STRUCTURAL ASSESSMENT OF<br/>                                 COUNCIL BRIDGES</u></b>                                                                                                                                                                                                                                                                                                                                                                                            |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| Department: Infrastructure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| <b><u>Recommendation(s)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| <b><i>That Council:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| 1. <b><i>Resolve to implement the following load limits;</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><b><u>Bridge No.</u></b></th> <th style="text-align: left;"><b><u>Road Name</u></b></th> <th style="text-align: left;"><b><u>Load Limit</u></b></th> </tr> </thead> <tbody> <tr> <td>CS058</td> <td>Carlisle Valley Road</td> <td>35 tonnes</td> </tr> <tr> <td>CS048</td> <td>Barham River Road</td> <td>8 tonnes</td> </tr> <tr> <td>CS047</td> <td>Barham River Road</td> <td>10 tonnes</td> </tr> </tbody> </table> |                         |                          | <b><u>Bridge No.</u></b> | <b><u>Road Name</u></b> | <b><u>Load Limit</u></b> | CS058 | Carlisle Valley Road | 35 tonnes | CS048 | Barham River Road | 8 tonnes | CS047 | Barham River Road | 10 tonnes |
| <b><u>Bridge No.</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b><u>Road Name</u></b> | <b><u>Load Limit</u></b> |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| CS058                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Carlisle Valley Road    | 35 tonnes                |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| CS048                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Barham River Road       | 8 tonnes                 |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| CS047                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Barham River Road       | 10 tonnes                |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| 2. <b><i>Provide a written response to all those parties who provided formal feedback through the public consultation process;</i></b>                                                                                                                                                                                                                                                                                                                                                                     |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| 3. <b><i>Refer the work to rehabilitate each of the structures to Council's Long Term Capital Works and Major Projects Program for detailed costing and prioritisation within the relevant programs; and</i></b>                                                                                                                                                                                                                                                                                           |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |
| 4. <b><i>Give an undertaking that the General Manager Infrastructure and Services meet with representatives of Midway Pty Ltd to discuss future road use needs and identify possible opportunities for shared resource arrangements to upgrade key bridge infrastructure in order to support their future harvesting operations.</i></b>                                                                                                                                                                   |                         |                          |                          |                         |                          |       |                      |           |       |                   |          |       |                   |           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM102605-6 BEST VALUE REVIEW - PARKS AND GARDENS SERVICES</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council resolve to:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Endorse the findings of the report titled ‘Best Value Service Review Report – Parks &amp; Gardens Unit’;</i></b></li> <li><b><i>2. Approve the development and implementation of a Continuous Improvement Plan; and</i></b></li> <li><b><i>3. Endorse the ongoing provision of Parks &amp; Gardens Services by in-house Council staff.</i></b></li> </ol>                                                       |  |  |
| <p><b><u>OM102605-7 CRESSY SHELFORD ROAD PROGRESS REPORT</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Note the Cressy Shelford Progress Report February 2010 and actions completed to date in compliance with the agreement;</i></b></li> <li><b><i>2. Note the successful rehabilitation works occurring along the Cressy-Shelford Road to date; and</i></b></li> <li><b><i>3. Endorse the ongoing internal process improvements for minimising Council’s environmental impacts during the delivery of works programs.</i></b></li> </ol> |  |  |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

OM102605-5

**STRUCTURAL ASSESSMENT OF COUNCIL BRIDGES**

|             |                           |           |                    |
|-------------|---------------------------|-----------|--------------------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Neil Allen         |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN00016 - Bridges |

**Purpose**

The purpose of this report is to seek Council endorsement to apply load limits to a number of bridges located on the municipal public road network.

**Declaration of Interests**

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

**Background**

Council at its meeting of 24 February 2010 resolved to endorse the intention of implementing load limits on a number of bridges subject to seeking submissions from the public under Section 223 of the *Local Government Act 1989*. These bridges are:

| Bridge No. | Road Name            | Load Limit |
|------------|----------------------|------------|
| CS058      | Carlisle Valley Road | 35 tonnes  |
| CS048      | Barham River Road    | 8 tonnes   |
| CS047      | Barham River Road    | 10 tonnes  |

The proposal to apply these load limits follows on from the recommendations received from recent structural testing completed on selected Council bridges as part of a rolling program of condition assessments.

**Council Plan / Other Strategies / Policy**

The *Road Management Act 2004* establishes road management legislation to provide a more efficient and safer road network for all road users.

The aim of the *Road Management Act 2004* is to establish for road management authorities, a management system for the public road network for which they manage. The *Act* assists Council, as a road authority, to determine its own appropriate management plan and standards in order to manage civil liability by defining and achieving its responsibilities.

Colac Otway Shire demonstrates its statutory responsibilities and duty of care through its Road Management Plan by having in place a reasonable regime to:

- Inspect the road network to discover defects, and
- Plan and implement repairs to overcome these defects.

Where potentially dangerous conditions in the road network are shown to exist, Council may satisfy its duty of care to road users by taking one or more of the following actions, depending on the circumstances of any particular case:

- Prioritising the condition in a capital works or maintenance program;

- Installing appropriate signs warning of the dangers;
- Restricting public access (e.g. closing a road); or
- Repairing the dangerous condition completely.

In this particular instance it is intended to apply the recommended load limits to reduce exposure to risk to both Council and the community until such time that rehabilitation works may be undertaken to improve the structural capacity of the subject structures. This strategy is consistent with the outcomes of Council's Road Management Plan.

### **Issues / Options**

There are a number of options available in responding to the recommendations extending from the testing of the nominated structures. These are:

- Close each of the bridges to all public traffic;
- Maintain existing use and not apply load limits; or
- Impose load limits consistent with the consulting engineer's recommendations until such time that structural repairs can be undertaken.

#### **1. Close Bridges to Public Traffic**

Based on the outcomes of the structural assessments and noting their condition, the option to close each of the identified bridges to all general traffic is available to Council. However, the condition of the bridges is not so severe that they need immediate closure. The implementation of this option is not in Council's best interest due to the likely detrimental impacts to both accessibility and ongoing service provision to the local community.

#### **2. Maintain Existing Use**

Council has the option not to apply load limits to these bridges. Imposing load limits has the potential to severely restrict the type of vehicles that can access a bridge. The majority of the bridges assessed provide direct access to rural properties and any limits imposed over an extended period of time may impede farming operations or other land use needs. However, Council has an obligation to provide a safe road network to its community and to not respond with a responsible approach exposes it to an increased level of liability in the event of a failure.

Now that Council is aware of the issues with each of the aforementioned bridges, it may be liable if it does not act in a reasonable manner should there be an accident which results in property damage, personal injury, or in extreme circumstances, death.

In addition, Council may have difficulty in obtaining insurance coverage for any accident where it has knowledge of a problem and has failed to act. Indeed Council's insurance policy requires that it takes action in a reasonable manner.

#### **3. Application of Load Limits**

In order to mitigate any risk potential it is prudent that load limits be applied to each of the nominated structures until such time that major rehabilitation works can be completed to ensure that they are in a safe condition. It is acknowledged that this may cause some impediments to abutting landowners and the community but it is the preferred option in order to reduce risk to road users.

Rehabilitation works on the structures will be prioritised within Council's annual bridge renewal program and Council officers will work with community representatives to minimise the impact where possible.



**Proposal**

It is intended to seek a Council resolution in order to apply the previously nominated load limits after the Council has taken into consideration the submissions received and heard.

Upon any resolution, appropriate signage will be installed at each bridge detailing the restrictions in effect. This will be inclusive of any advance warning signs where required. Alternative routes will be nominated where available.

**Financial and Other Resource Implications**

Council has an existing budget of \$120,000 included in its 2009/10 Capital Works Budget specifically for the rehabilitation of bridges and major drainage structures. Improved knowledge of the condition and performance of Council's bridge portfolio has highlighted the need for additional funding. It is recommended to increase this budget in 2010/11 and beyond in line with the forward renewal projections which have been modelled to date. This information will be presented to Council as part of the 2010/11 budget planning process.

**Risk Management & Compliance Issues**

Council must take reasonable actions as it becomes aware of potential liabilities. In this case, Council must undertake one of the following:

- Impose load limits on each of the bridges in accordance with the recommendations of the structural engineer's report and as previously presented to Council at its meeting of 24 February 2010;
- Repair the bridges identified to increase the structural capacity
- Close the bridges to all public traffic; or
- Undertake a combination of the above mitigation strategies.

Given that Council is now aware of the condition of the three (3) bridges indicated, it has an obligation to take appropriate action to ensure that it minimises risk to both itself and the community.

**Environmental and Climate Change Considerations**

No environmental considerations are applicable at this time.

**Community Engagement**

The community engagement strategy will follow the recommendations of the Colac Otway Shire Council Community Engagement policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

Prior to Council imposing a load limit on a road or bridge it is required to consult with all interested parties including abutting landowners, utility companies, emergency services, etc. Any submissions received are required to be considered in accordance with Section 223 of the *Local Government Act 1989*.

To facilitate this consultation process notices advising of Council's intentions were sent to all identified key stakeholders. Council's intention to apply the recommended load limits bridges was also published in the Colac Herald.

At the close of the submission period, Council had received one (1) submission in relation to the proposal to load limit the nominated bridges and subsequently requested that they be heard in support of their submission. A Special Council meeting was held on 12 May 2010 to consider the submission received and heard from the submitter. A summary of this submission and Council's response to the issues raised is provided as an attachment to this report.

The Special Council meeting of 12 May 2010 resolved that a further report be provided to Council in relation to the proposed load limits.

The issues highlighted in the submission received from Midway Pty Ltd related to the negative impacts that imposing load limits, and in particular that recommended for the structure on Carlisle Valley Road, will have on future land management and commercial decisions.

It is acknowledged that imposing load limits on any bridge for an extended period of time may impede the economic opportunities derived from commercial properties such as timber plantations, especially where there are no alternative access routes. Council however, has a duty of care to its community to ensure that it provides a safe road network, and officers will work with the community to minimise any impact.

Council should not allow the condition of the identified bridges to deteriorate to a point where even more severe restrictions need to be applied. Council has a duty of care to its community to ensure that it provides a safe road network and as an interim measure it is intended to apply the load limits recommended. The General Manager Infrastructure and Services has given an undertaking to meet with representatives of Midway to further discuss the issue of bridge load limits and the possibility of sharing resources to bring forward the timing of required bridge upgrade works so that scheduled harvesting operations can be undertaken as planned.

### **Implementation**

Following Council's hearing of submissions it is the recommendation to apply load limits to the following bridges:

| <b>Bridge No.</b> | <b>Road Name</b>     | <b>Load Limit</b> |
|-------------------|----------------------|-------------------|
| CS058             | Carlisle Valley Road | 35 tonnes         |
| CS048             | Barham River Road    | 8 tonnes          |
| CS047             | Barham River Road    | 10 tonnes         |

### **Conclusion**

Council has a number of ageing bridge assets which require significant funding to maintain in a serviceable manner. Good asset and risk management practices include having a detailed knowledge of the condition of Council's varying types of infrastructure. Such information supports strategic decision making to ensure against failure to critical assets and to mitigate the impacts of such failure on service delivery.

Council's ongoing bridge inspection program provides for the assessment of overall structural condition and to prioritise future bridge rehabilitation programs. Where in some instances it is not possible to address structural issues, imposing load limits on certain bridges is an appropriate management response for the purposes of ensuring public safety.

As a result of recently completed testing it has been recommended that load limits be applied to all of the bridges listed previously in order to preserve and extend their useful life and also to manage the risks associated with their condition.

**Attachments**

1. Structural Assessment of Council Bridges - Responses received March/April 2010 - Summary
2. Bridge Locality Plans

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

1. ***Resolve to implement the following load limits;***

| <b><u>Bridge No.</u></b> | <b><u>Road Name</u></b>     | <b><u>Load Limit</u></b> |
|--------------------------|-----------------------------|--------------------------|
| <b>CS058</b>             | <b>Carlisle Valley Road</b> | <b>35 tonnes</b>         |
| <b>CS048</b>             | <b>Barham River Road</b>    | <b>8 tonnes</b>          |
| <b>CS047</b>             | <b>Barham River Road</b>    | <b>10 tonnes</b>         |

2. ***Provide a written response to all those parties who provided formal feedback through the public consultation process;***
3. ***Refer the work to rehabilitate each of the structures to Council's Long Term Capital Works and Major Projects Program for detailed costing and prioritisation within the relevant programs; and***
4. ***Give an undertaking that the General Manager Infrastructure and Services meet with representatives of Midway Pty Ltd to discuss future road use needs and identify possible opportunities for shared resource arrangements to upgrade key bridge infrastructure in order to support their future harvesting operations.***

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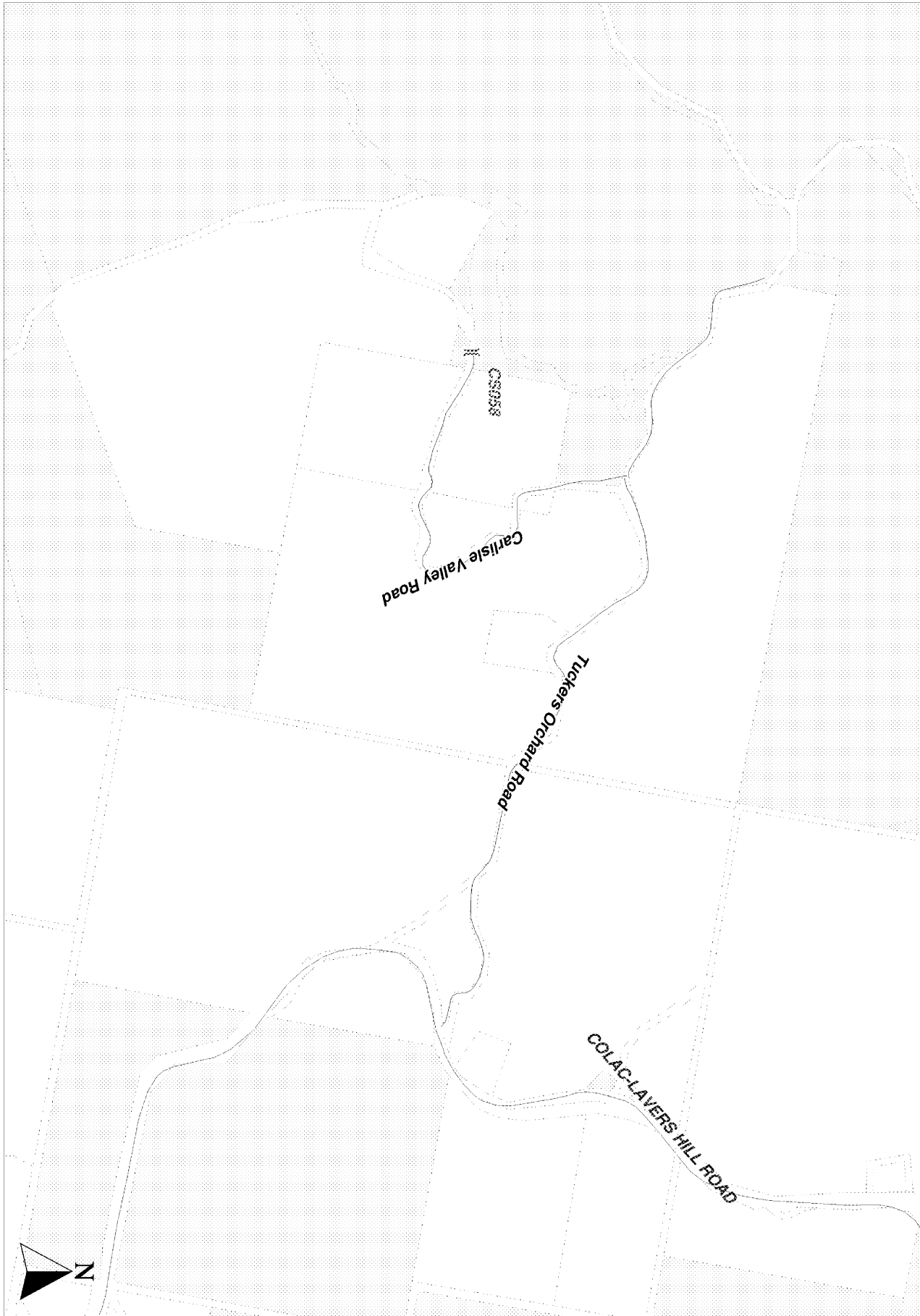
STRUCTURAL ASSESSMENT OF COUNCIL BRIDGES – Responses received March/April 2010

| Item | Address | Comments | Council Response |
|------|--|--|---|
| 1. | PO Box 678,
North Geelong
MDC 3215 | <p>I am writing in response to a letter we received on 17 March 2010 regarding proposed load limits on a variety shire bridges. On that proposal there is one bridge – CS058 which provides Midway with its only access to the following land:</p> <ul style="list-style-type: none"> ▪ PC353772 being 83 Ha of timber plantation land <p>Midway is planning to clearfall harvest the plantation on this block in the next 4 years. For this we will require the use of this bridge for the purpose of timber cartage. The proposed changes to the bridge will reduce the limit to 35T precluding use for timber cartage which requires a minimum 50T general access bridge.</p> <p>The harvest from this block alone will:</p> <ul style="list-style-type: none"> ▪ Produce 32,400 tonnes of sawlog ▪ Produce 8,100 tonnes of pulp log ▪ Have a gross product value of approx. \$2,000,000 ▪ Have 80% of sawlog processed in sawmills in Colac Otway Shire and neighbouring Shires. ▪ Directly employ the equivalent of 13,000 man hours over a 4-6 month operation ▪ Use 220,000 of diesel fuel <p>Each of these items contribute a significantly positive economic impact in the shire which justifies the expense of maintaining bridges or other infrastructure in order to maintain this activity in the district.</p> <p>After clearfall harvest, plantation management activities such as establishment and next rotation harvest will occur in a roughly 10 year cycle. For which purpose we will also require 50T general access.</p> <p>Midway needs to be allowed access to our land and any reduction in the load limit of CS058 will prevent us from conducting our usual and</p> | <p>The condition of the bridge has been assessed as needing a load limit to ensure the ongoing structural integrity of the bridge and available use for the community. Council has a responsibility under the Road Management Act to impose this load limit for community safety and to fail to do so would leave Council liable in the event of an accident, injury or death.</p> <p>It is not Council's intention to simply allow the condition of this structure to deteriorate to a point where even more severe restrictions need to be applied. Council has a duty of care to its community to ensure that it provides a safe road network and as an interim measure it is intended to apply the recommended load limit of 35 tonnes to reduce both its and road users exposure to the risk of catastrophic failure.</p> <p>Council acknowledges that imposing load limits on a bridge for an extended period of time may impede the economic opportunities which may be attributable to any property, especially where there are no alternative access routes.</p> <p>Works to improve the capacity of this bridge to enable access by heavy vehicles engaged in timber cartage will need to be considered for inclusion in future years of Council's Bridge Rehabilitation Program after determining the most cost effective treatment option. The annual bridge renewal program will be determined on a priority basis which considers overall investment benefits, risk to Council and road users, the road network and community needs. The structures</p> |

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| Item | Address | Comments | Council Response |
|------|---------|---|---|
| | | <p>accustomed business. If it is planned to conduct maintenance to increase the load limit on this bridge then it would greatly assist our operations if we could be informed of the council's plans in relation to the timing of these works. Could this information please be provided?</p> <p>Works should be conducted on CS058 to maintain it at a standard that allows normal use for the purpose it was intended which was primarily as a timber cartage route. We believe that simply reducing the load limit and continuing to allow the bridge to deteriorate is unacceptable.</p> <p>Midway Limited and its subsidiary companies are a national business that looks at the costs and risks of business in a dispassionate way. This is the second instance of access restrictions due to poor infrastructure maintenance in the Colac Otway Shire in the last 12 months highlighting to us that the risks and costs of business within the Shire do not compare favourably with other areas. Continued uncertainty and lack of support will mean business and its significant economic benefits will shift away from the district.</p> | <p>assessed during the 2009/10 inspection program will be considered against other competing priorities for inclusion in future years of the Bridge Rehabilitation program. This will include the preparation of detailed cost estimates in order to determine which works should be carried out first.</p> <p>Suitable external funding opportunities will be assessed so that the timing of these works is not delayed for unreasonable amount of time and so that planned harvesting operations can be carried out as planned.</p> <p>Council faces a wide range of challenges and demands in managing the community's vast portfolio of infrastructure. It is often required to implement appropriate management responses to ensure that the community is not exposed to an unnecessary level of risk. It is acknowledged that interventions of this nature may in some instances disadvantage the local community if implemented for an extended period of time.</p> <p><i>To be heard at Councillor Workshop, Wednesday 12 May 2010, 1.00pm.</i></p> |

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OM102605-6

BEST VALUE REVIEW - PARKS AND GARDENS SERVICES

| | | | |
|-------------|---------------------------|-----------|---|
| AUTHOR: | Adam Lehmann | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN01712 (BEST VALUE) - PARKS & GARDENS |

Purpose

A Best Value review has been undertaken for Council's Parks and Gardens Services. The report covers the services provided by Cosworks' Parks and Gardens Team.

A copy of the report which has previously been distributed to Councillors details the review process, outcomes and recommendations of the Best Value review.

Declaration of Interests

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

Background

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

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

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

The original requirement to carry out service reviews according to a predefined schedule has now been removed from the legislation. The non-prescriptive nature of the current legislation on how councils demonstrate achievement of the Best Value Principles provides an opportunity for the sector to review past practices and to redefine what is meant by a 'service review'. It also presents Council with the opportunity to better integrate service review into business planning and continuous improvement frameworks.

A review of the Parks and Gardens Services was undertaken by Council with the key findings as follows;

Best Value Service Review

As part of Council's ongoing commitment to continuous improvement, Council's services undergo a review utilising the Best Value Principles.

Key components of a service review include:

- Consultation with both internal and external stakeholders to identify what is being done well and whether there are any gaps in service level. If gaps are identified consideration is given to how these can either be eliminated or reduced, along with identifying any budgetary implications;
- Benchmarking with other Councils to establish performance levels and where possible, unit costs for key activities and functions; and
- Continuous Improvement recommendations form a key component of the review process. On endorsement by Council, actions are incorporated into the Business Unit/Service annual business plans.

The service review for Parks and Gardens Services, due to a number of factors, was conducted over an extended period through to February 2010. The last review for this area was previously carried out in 2004.

The key tasks of the Parks and Gardens Team are:

- Grass Mowing and Slashing;
- Tree Maintenance and Removal (rural and urban);
- Parks;
- Streetscapes;
- Weed Spraying/Control;
- Litter Collection;
- Callouts (Wasps, etc);
- Dead Animal Collections;
- Playground Equipment Maintenance and Inspection;
- Mulching (Trees);
- Tree Removals;
- Cemetery Maintenance;
- Water Application;
- Plantings and Pruning;
- Powerline Clearance;
- Private Works;
- Traffic Control; and
- Sports grounds (Mow, irrigation, fertilise, turf wickets, etc).

This unit has a predominantly external service focus and has a significant amount of direct contact with the community and other key stakeholders.

Council Plan / Other Strategies / Policy

The Council Plan 2009–2013 under the 'Council Planning Framework' section highlights Continuous Improvement (Best Value) as:

“Best Value is a commitment from Colac Otway Shire to provide best value for the resources we use and the best possible services for our community.

Councils are required by the Local Government Act to ensure their services take into account the following Best Value principles:

- *Specific quality and cost standards for every Council service;*
- *Responsiveness to community needs;*
- *Accessibility and appropriately targeted services;*
- *Continuous improvement;*
- *Regular community consultation on all services and activities; and*
- *Frequent reporting to the community.*

Council will apply these principles to continuously improve its strategic and service planning as well as its service delivery. This ongoing improvement will assist Council to maintain its flexibility and provide resources to meet the community's needs, thereby building on our commitment to provide high quality, cost effective services and facilities that promote community wellbeing."

Key service tasks and outcomes relevant to the Parks and Garden are outlined in the Council Plan 2009–2013 as strategies under the Key Result Areas of 'Physical Infrastructure and Assets'.

Issues / Options

The Parks and Gardens Unit welcomed the opportunity to evaluate the range of services that it presently delivers. This process will provide an assurance for a range of internal and external stakeholders that the services being provided by Council meet the criteria for Best Value.

Through the implementation of Best Value the Unit is committed to:

- Delivering the best possible services within the limits of available resources;
- Supporting a culture of transparency and accountability through the definition of key performance measures;
- Developing strategies for engaging with service users to ensure their needs are included in service planning and development; and
- The development of a continuous improvement plan with relevant performance indicators.

The Best Value Review undertaken has incorporated each of these components.

Benchmarking

Due to the vagaries of differing structures and roles undertaken by Parks and Gardens Units at other municipalities, general benchmarking can be somewhat difficult and subjective.

It was agreed by the Best Value Review Team that undertaking extensive benchmarking comparisons for the parks and gardens service with other municipalities was not appropriate and of limited value at this stage. It is considered that a more effective approach is to clarify and document the existing and desired levels of service provided by the Park and Gardens Unit and then follow up with more specific benchmarking on the efficiency and effectiveness of identified key services.

Key Findings

The following is a summary of the key findings from the Best Value Review:

- Need to clearly defined levels of service for parks and gardens and the associated costs to undertake additional work;
- Need for improved communication with stakeholders;
- Establishing an agreed understanding of the roles and responsibilities of parks and gardens;
- Resourcing perceived demands and;
- High workloads in some areas such as tree maintenance which is impacting on the ability to do work in other areas.

To address these issues it will be necessary to:

- Review the existing service levels, update and adopt a levels of service document for the parks and gardens service that is an agreed position between the community's desired levels of service and affordability;
- Clearly define the roles and responsibilities of the Parks & Gardens Unit and ensure all stakeholders and the community are aware of the outcomes;
- Review staffing, plant, and equipment resourcing in conjunction with the review of the levels of service; and
- Undertake and implement outcomes from the other items in the continuous improvement plan.

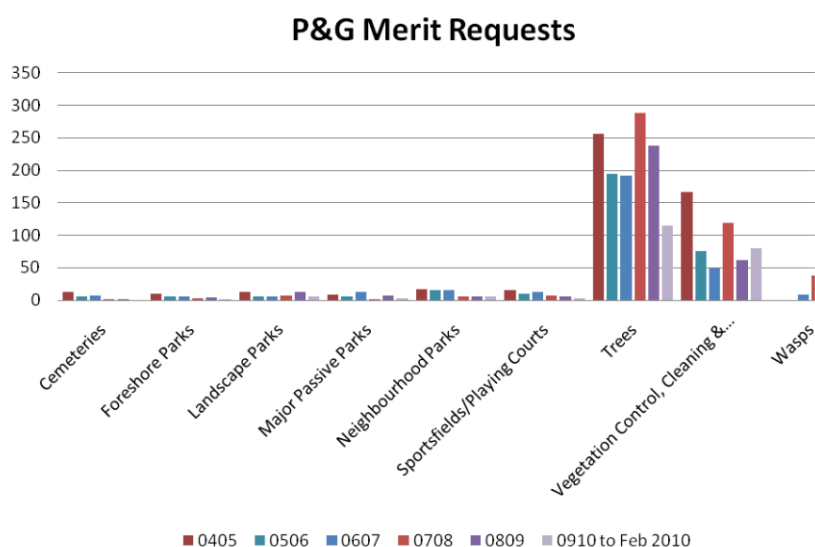
The most significant outcome of the Best Value Review is the need to undertake a critical review of the service level agreement under which the Parks and Gardens Team operate. This agreement was first documented in 1996 and has not been updated since. Reviewing this agreement will provide the opportunity to:

- Determine the scope of assets for which the Unit is responsible for maintaining;
- Establish the levels of service currently being delivered with existing budgets and resources;
- Document unit costs for the various activities undertaken by the Unit; and
- Identify service gaps between various areas of the Shire.

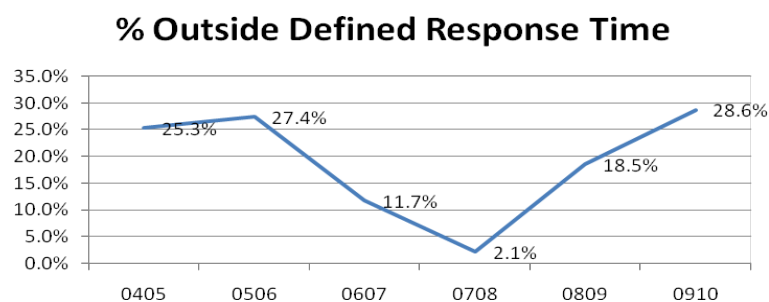
Having this information will mean that Council is in a better position to consult with the community to discuss their expectations relating to the presentation and performance of parks, sporting fields, streetscapes, passive open space, etc. These standards need to be linked to affordability and the community's willingness to pay and will form the basis of future budget planning for the Parks and Gardens service area.

This service level review has commenced with external consultant support and is being funded from existing operational budgets. It is expected that the outcomes of this review will be available by August 2010.

The figure below provides a breakdown of the customer service requests received and managed by the Parks and Gardens area. It is consistently shown that the majority of requests relate to the maintenance of roadside trees, both within rural and urban areas, and vegetation control (i.e. grass mowing/slashing, etc). Reactive responses to such requests place increasing demands on available staff often means that other programmed activities are deferred.



Increasing pressure on staff resources can be demonstrated in the following chart. There is a significant increase in the number of requests which are not responded to within the timeframes nominated under Council's Customer Service Charter. These demands relate to increasing levels of compliance in an environment of changing regulations, occupational health and safety issues, and statutory planning requirements which can often lead to delays in responsiveness. It should be noted that a more streamlined approach to the management of roadside trees has been established since Council signed an agreement with the Department of Sustainability and Environment for the removal of native vegetation for the maintenance of public roads. Being party to this agreement essentially means that Council is exempt from obtaining planning approval for managing rural roadside trees and should see a greater number of customer requests relating to such issues being responded to without significant delays.



Completing a review of the present service level agreement will allow for a more critical examination of the additional support and resources which may be required to deliver the agreed levels of service to be provided.

Proposal

Continuous improvement is the practice of constantly seeking to improve the quality and productivity of our processes, products and services while maximising the opportunities for the involvement of staff in improving the workplace. It is about developing a culture in which everybody is encouraged to make ongoing improvements to the way the work is done.

The Continuous Improvement Plan contains a list of initiatives identified during the progress of the review.

These should be carefully planned and implemented as set out in the plan to ensure the target outcomes and timelines are met.

Financial and Other Resource Implications

The 2009/10 Budget for the Parks and Gardens Unit is \$1,418,720 and is for the provision of the services as previously detailed. This also includes all wages, salaries and administration costs. There is presently twelve full time (no part time) staff employed within the Parks and Gardens unit. This also includes the Parks and Gardens Team Leader who is responsible for the supervision and coordination of the Unit.

The review of the present service level agreement may have future budget implications as the scope of works and services delivered by the Parks and Gardens Unit are better quantified. The outcomes of this review will need to be considered in planning of future budgets.

Risk Management & Compliance Issues

Section 208G of the *Local Government Act 1989* requires that “*At least once every year a Council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles*”. In compliance with the Act, progress in continuing to apply the Best Value Principles is reported on each year in Council’s Annual Report.

The issues identified as part of this review will represent a risk to the organisation if they are not addressed in a reasonable timeframe.

Cosworks treats risk management and the welfare of its staff and the community as its highest priority. Current procedures detail the management of workplace hazards and risks, including hazard identification, risk assessment, the criteria for risk control measures and the implementation of such measures in accordance with the requirements of the various OH&S and EMS Regulations.

Environmental and Climate Change Considerations

The activities of the Parks and Gardens Unit have direct environmental impacts. All tasks performed by the Unit are in accordance with Cosworks’ Integrated QA-EMS Manual.

To ensure that its services are environmentally responsible, ecologically sound and meet the needs of the community, Cosworks:

- Manages its operations to ensure compliance with statutory environmental regulations and the Australian environmental standard AS/NZS ISO14001;
- Ensures that its staff are aware of environmental issues pertinent to their work and that they are aware Cosworks’ various environmental policies;
- Implements Environmental Assessment procedures where required for a range of projects that it undertakes; and
- Regularly reviews its environmental management practices to ensure continued compliance with regulations and an optimum approach to environmental management is maintained.

Community Engagement

The review process involved an active effort to consult as widely as possible.

Through the review process Councillors were given the opportunity to provide their input via a Strategic Direction Survey which was distributed in November 2009.

A number of workshops were conducted as part of the Best Value Review which included consultation with staff members of the Parks and Gardens unit, other Council Business Units, and community and sporting groups.

The internal stakeholder groups consulted included:

- Environment;
- Economic Development;
- Customer Service;
- Recreation;
- Asset Management;
- Major Contracts;
- Capital Works Design;
- Planning; and
- Building.

External stakeholders consulted were:

- Cressy District Action Group;
- Cricket/Sporting Clubs;
- Friends of Colac Botanic Gardens; and
- Wye River Parks.

The participation and feedback from those present at the various workshops was of a high standard and the information obtained was used in reviewing the Parks and Gardens service area.

Implementation

Upon endorsement, the recommendations and continuous improvement initiative extending from the Best Value Report will need to be incorporated into Cosworks' Business Plan and be implemented via careful planning and resourcing to ensure that the nominated target dates are achieved.

A review of the existing parks and gardens service level review has commenced and is expected to be completed by August 2010.

Conclusion

The key findings from this best value review relate to issues associated with:

- Clearly defined levels of service for parks and gardens;
- The need for improved communication with stakeholders;
- Establishing a clear mutual understanding of the roles and responsibilities of parks and gardens; and
- Resourcing perceived demands.

Overall the review generally found, given certain limitations, that the Parks and Gardens Service are being delivered well. However, high workloads were identified in some areas such as tree maintenance which needs to be addressed through a detailed review of the work that this Unit provides. A revised Service Level Agreement would assist in addressing this problem.

Attachments

1. Best Value Review - Parks and Gardens Services Report

Appendices 3 through to 6 (pages 25 – 46) of the attached report have been removed for confidentiality reasons. A copy of these pages has been provided to Councillors under a separate memo.

Recommendation(s)

That Council resolve to:

1. ***Endorse the findings of the report titled 'Best Value Service Review Report – Parks & Gardens Unit';***
2. ***Approve the development and implementation of a Continuous Improvement Plan; and***
3. ***Endorse the ongoing provision of Parks & Gardens Services by in-house Council staff.***

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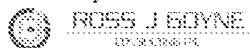


# **BEST VALUE SERVICES REVIEW REPORT**

## **Parks & Gardens Services**

April 2010

Facilitated & prepared by  
Ross Goyne



Reviewed and approved by  
**Best Value Review Panel**

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## **1. Executive Summary**

### **1.1 Introduction**

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

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

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

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

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

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

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

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

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

**Best Value Review  
Parks & Gardens**

**February 2010**

The service review for Parks and Gardens Services, due to a number of factors, was conducted over an extended period through to February 2010. The last review for these areas was previously carried out in 2004.

## **1.2 Service Review Approach**

The key objective of this review is to evaluate and ensure that the Colac Otway Shire's Parks and Gardens Services, which is part of the Infrastructure & Services Department and reports directly to the General Manager Infrastructure & Services, operates in a manner consistent with the Best Value principles, and, in areas where it is identified as being deficient, ensure that plans and strategies are developed and implemented to improve any identified deficiencies.

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

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

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

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

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

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

The anticipated outcomes of the Review include the following:

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

The outputs of the Review comprise the following:

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

**Best Value Review  
Parks & Gardens**

**February 2010**

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

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

A panel of appropriate personnel was convened to facilitate and direct the Best Value Service Review for the Parks and Gardens Services.

The members of the panel were:

- Neil Allen            General Manager Infrastructure & Services
- Greg Anderton     Manager Cosworks
- Mark Robinson    Team Leader – Parks & Gardens
- Ross Goyne        Independent Consultant

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

The Unit's staff were also involved in the Review particularly in the identification of service delivery gaps and identification of possible service improvement initiatives.

### **1.4 Key Findings**

The key findings from this best value review relate to issues associated with:

- Lack of clearly defined levels of service for parks and gardens
- The need for improved communication with stakeholders
- Establishing a clear mutual understanding of the roles and responsibilities of parks and gardens
- Resourcing perceived demands

To address these issues it will be necessary to:

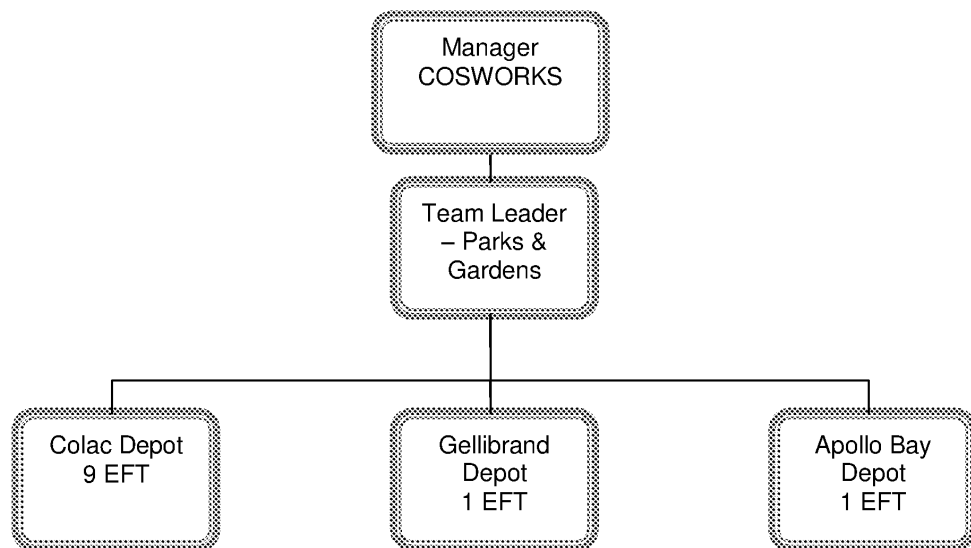
- Review the existing service levels, update and adopt a levels of service document for the parks and gardens service that is an agreed position between the community's desired levels of service and affordability.
- Clearly define the roles and responsibilities of the Parks & Gardens Unit and ensure all stakeholders and the community are aware of the outcomes
- Review staffing, plant, and equipment resourcing in conjunction with the review of the levels of service
- Undertake and implement outcomes from the other items in the continuous improvement plan

## 2. Service Profile

This Best Value service review constitutes a review of the following key Council services unit:

- COSWORKS – Parks & Gardens Services

### 2.1 Department Structure – Park & Gardens



### 2.2 Staffing Profile

There are twelve full time (no part time) staff employed within the Parks and Gardens Services. The Team Leader is included in these numbers and is responsible for the supervision and coordination of the Parks & Gardens Unit.

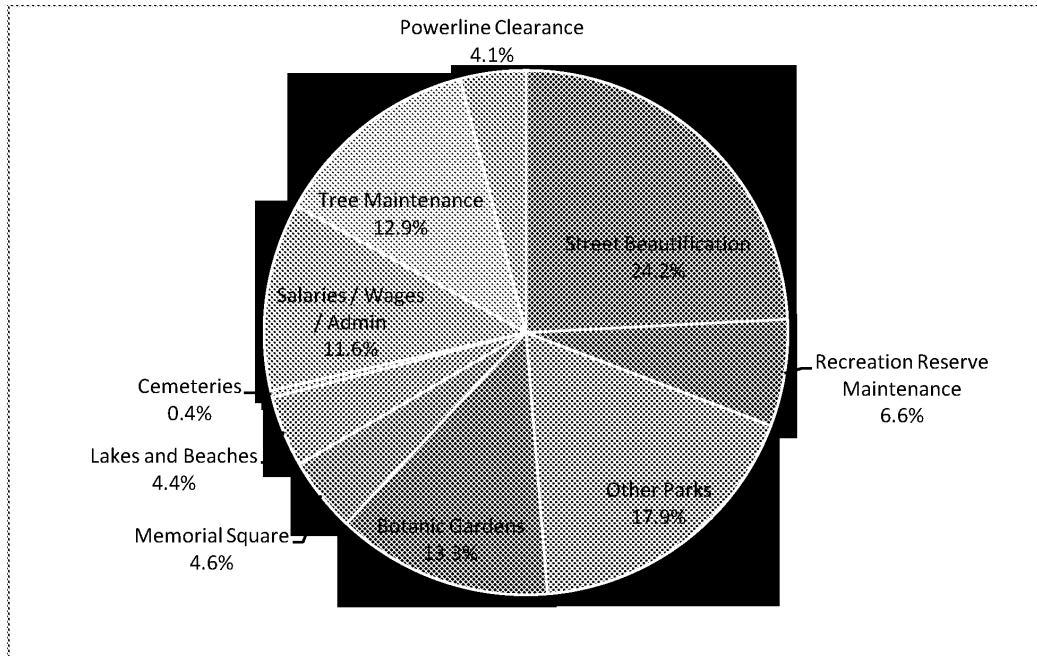
The 2009/10 Budget for the Parks & Gardens Unit is \$1,418,720.

|                                |                    |
|--------------------------------|--------------------|
| Street Beautification          | \$343,190          |
| Recreation Reserve Maintenance | \$93,450           |
| Other Parks                    | \$254,150          |
| Botanic Gardens                | \$189,020          |
| Memorial Square                | \$65,420           |
| Lakes and Beaches              | \$62,300           |
| Cemeteries                     | \$6,190            |
| Salaries / Wages / Admin       | \$164,000          |
| Tree Maintenance               | \$183,500          |
| Powerline Clearance            | \$57,500           |
| <b>TOTAL</b>                   | <b>\$1,418,720</b> |

**Best Value Review  
Parks & Gardens**

February 2010

The proportion of expenditure in the above service areas is shown below:



**2.3 Services Provided**

The Parks & Gardens Unit provides the following services:

- Mowing
- Tree Maintenance
  - Rural
  - Urban
- Parks
- Street-scapes
- Weed Spraying
- Litter Collection
- Callouts (Wasps)
- Whipper Snipping
- Dead Animal Collections
- Playgrounds
  - Maintenance
  - Inspections
- Mulching (Trees)
- Tree Removals
- Cemetery Maintenance
- Watering

***Best Value Review  
Parks & Gardens***

***February 2010***

- Plantings
- Powerline Clearance
- Private Works
- Traffic Control
- Sportsgrounds
  - Mow
  - Water
  - Fertilise
  - Turf Wickets
- Lake Foreshore

**2.4 Service Users**

*Internal Users*

- CEO and Executive
- Mayor and Councillors
- Contracts Unit
- Payroll
- General Manager Infrastructure & Services
- Manager Cosworks
- Cosworks Business Coordinator
- Team Leader, Parks & Gardens
- Manager, Recreation, Arts and Culture
- Economic Development Unit
- Environmental Unit
- Assets Management Officer
- Building Maintenance Officer
- Customer Service
- Local Laws
- Risk Management
- Risk Services Officer
- Workshop Mechanics

*External Users and Partnerships*

- Sporting Clubs
- General Public
- VEMCO and other Contractors



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- Service Authorities
  - VicRoads
  - Telstra
  - Powercor
  - Barwon Water
  - Gas
- Suppliers
- Travellers
- WorkCover Representative
- Progress Associations

## **2.5 Competitors**

The services under review are an integral part of the Council organisation without which the organisation could not operate.

Competitors to the internal Parks & Gardens Unit would be external contractors.

In order to consider the use of external providers for this service, it is critical that detailed service levels are documented and the service to be provided is clearly specified.

This information is not currently available in the appropriate form. As such, at this stage Council should not consider outsourcing this service.

## **2.6 Legislative Overview**

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

The Parks and Gardens Service has been assessed for NCP/CN compliance and has been deemed not to be 'Significant Business Activities' for NCP/CN purposes. Consequently NCP/CN compliance provisions do not impact on the Service under review.

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

- *Local Government Act 1989*
- *Occupational Health and Safety Act 2004*
- *Road Management Act 2004*
- *Disability Discrimination Act 1992*
- *Planning & Environment Act 1987*
- *Local Government (Best Value Principles) Act 1999*
- *Electricity Safety (Electric Line Clearance) Regulations 2005*
- *Electricity Safety Act 1998*
- *Flora and Fauna Guarantee Act 1988*

**2.7 Staff Consultation & SWOT Analysis**

The staff members of the Parks & Gardens Unit were consulted via a workshop. The detailed notes and outcomes of this workshop are detailed in Appendix 3.

The recommendations identified by the staff are:

- The Unit needs to be involved, through referral processes, during the planning stage of projects that impact directly on parks and gardens
- The existing service level document is out of date and needs to be reviewed as soon as possible to clarify expectations between the various stakeholders and support sound budget allocations in the future
- Mowing equipment and vehicles should be reviewed to optimise grass cutting and staff movement around the Shire
- Hire in equipment and plant to deal with peak workload periods
- Clarify and document parks and gardens roles and responsibilities
- Prepare a costed list of outstanding vegetation clearance works and develop a proposal for comparison with the revised service level agreement and available resources
- Document and educate all stakeholders on responsibilities of parks and gardens with respect to rural trees on road reserves

SWOT analysis for parks and gardens services:

| Strengths                                                                                                                                                                                              | Weaknesses                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Spread of age in crew</li> <li>• Quality of works</li> <li>• Experience.</li> <li>• Good leadership</li> <li>• Local knowledge</li> </ul> | <ul style="list-style-type: none"> <li>• Lack of numbers at times</li> <li>• Lack of funding</li> <li>• Lack of vehicles &amp; equipment</li> <li>• Funding does not match Service Level Agreement (SLA)</li> </ul> |
| Opportunities                                                                                                                                                                                          | Threats                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Put on apprentices</li> <li>• Review vehicles &amp; equipment</li> <li>• Review Service Level Agreement</li> </ul>                                            | <ul style="list-style-type: none"> <li>• Specialised contractors</li> </ul>                                                                                                                                         |

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

#### **3.1. Benchmarking**

Due to the vagaries of differing structures and roles undertaken by Parks & Gardens Units at other municipalities, general benchmarking can be somewhat difficult and subjective.

It was agreed by the Best Value Review Team that undertaking extensive benchmarking comparisons for the parks and gardens service with other municipalities was not appropriate and of limited value at this stage. It is considered that a more effective approach is to clarify and document the existing and desired levels of service provided by the Park & Gardens Unit and then follow up with more specific benchmarking on the efficiency and effectiveness of identified key services.

#### **3.2. Continuous Improvement**

Continuous improvement is the practice of constantly seeking to improve the quality and productivity of our processes, products and services while maximising the opportunities for the involvement of staff in improving the workplace. It is about developing a culture in which everybody is encouraged to make ongoing improvements to the way the work is done.

The Continuous Improvement Plan (Appendix 1) referenced in the following sections of the report contains a list of initiatives identified during the review that if implemented will improve the knowledge and performance of the delivery of the Parks & Gardens Service.

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

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

Due to the lack of clearly defined and agreed service levels for the various tasks undertaken by the Parks & Gardens Unit, the ability to accurately determine affordability is compromised. The service levels were defined many years ago post amalgamation but the actual levels of service have changed significantly from the original document. The staffing of the Unit has remained static for many years whilst the actual work volumes have increased, due to parkland and reserve growth and additional demands in relation to occupational health and safety, work practices, vegetation control and community expectations. Within this climate, based on stakeholder and community feedback, the Unit has continued to deliver an acceptable service to the community by implementing improved work practices. This flexibility has been possible due to the service being provided by day labour (in-house) staff. Without detailed analysis, it can be deduced in general that the service is being provided in an affordable manner.

The affordability of the parks and gardens service should be further reviewed upon redefinition and adoption of new agreed levels of service. At that stage, benchmarking will be a more relevant analysis tool to support an assessment of affordability.

In terms of accessibility, the Parks & Gardens Unit can be contacted directly via the Team Leader or via the Customer Service staff at the Colac or Apollo Bay offices. The feedback from the various consultation workshops and analysis of customer survey information does not raise any issues in relation to accessibility. It is considered that their accessibility is high.

### **3.4. Responsiveness**

Responsiveness is another key principle of the Best Value legislation. Based on the results of the Best Value consultation processes, the benchmarking indicators and the introspective analysis of service delivery methods, it is considered that the Parks & Gardens Unit do provide responsive services.

Council uses a customer service management system, MERIT, to record and monitor requests from the public. Analysis of the number, type of request and responsiveness over the past five years is shown in Appendix 7.

The Parks & Gardens Unit typically receives about 30 – 40% of the total requests for Cosworks. Of the ten categories of request, two form the majority of the focus (25 – 35% of the requests). These are *Trees* and *Vegetation Control/Cleaning & Amenities Maintenance*.

An indicator of responsiveness provided in the MERIT data is the percentage of requests outside the defined response time. The percentage reduced from approximately 26% during 2004 - 2006 to 2.1% in 2007/08; however it has risen significantly to 18.5% in 2008/09 and is trending at 28.6% to date for 2009/10.

The significant majority of “out of time” requests relate to *Trees* and *Vegetation Control/Cleaning & Amenities Maintenance*. It should be noted that the MERIT data in the second category is a combination of tasks undertaken partly by the Parks & Gardens Unit and partly by a separate cleaning contract. The proportion between the subcategories is not known and hence may be skewing figures one way or the other.

In order to ensure that performance information is relevant and usable is important that it is specific. To be able to analyse parks and gardens customer service response more accurately it is recommended that vegetation control be separated from the category *Vegetation Control/Cleaning & Amenities Maintenance*. In addition, streetscapes should be separated from the category *Streetscapes/Traffic Treatment/Comm Facilities* for the same reason. An overall review of the categories used within MERIT, to ensure they reflect individual service areas, would be valuable in future service analyses.

Comparing the volume of out of time requests, which mainly relate to trees and vegetation control, against the community feedback it would appear that this responsiveness is not a significant issue. Nevertheless, the Continuous Improvement Plan (see Appendix 1) accompanying this report highlights initiatives that will aid ongoing improvements in responsiveness.

Under the direction of the CEO, General Manager Infrastructure & Services, Manager Cosworks and Team Leader Parks & Gardens, these initiatives will be implemented. Moreover, the continuous improvement plan will be reviewed on an annual basis, ensuring a process of implementation accountability and ensuring the identification of new responsiveness initiatives.

The customer satisfaction surveys, which form an integral part of the Continuous Improvement Plan, will provide the Unit with regular updates on the effectiveness of the new measures implemented, and on the current levels of responsiveness and appropriateness. It is recommended that a specific Parks and Gardens customer satisfaction survey be undertaken to establish more useful information on which to base improvement measures, as the current survey includes other services such as roads and provides only general feedback.

A central platform of the approach to Best Value Reviews is a commitment to inform service customers and the wider community on any changes to existing service levels. Regular feedback to service users is proposed on the performance of new service initiatives.

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

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

#### **Councillor Feedback**

As part of the review process, Councillors were requested to provide their input via a Strategic Direction Survey (see Appendix 2). Councillors were provided with a service profile and then, based upon their contact with the community, Councillors were requested to respond to a number of questions. A limited response was obtained.

There is support for the parks and gardens service remaining in house, with service levels to be reviewed for tree maintenance on rural road reserves and grass mowing in particular.

Public concern was highlighted in relation to:

- Trees on rural roadsides
- Lake foreshore
- Grass mowing
- Drought proofing the gardens

An opportunity was put forward to hire additional contract grass mowing to support Cosworks during the peak November and December periods.

#### **Internal Stakeholder Feedback**

A workshop was undertaken with a range of internal stakeholders. The detailed notes and outcomes of this workshop are detailed in Appendix 4.

The Internal stakeholders consulted were:

- Environment
- Economic Development
- Customer Service
- Recreation
- Asset Management
- Major Contracts
- Capital Works Design
- Planning
- Building

Significant and important interrelationships exist between these internal stakeholders and the Parks & Gardens Unit, with the Building Unit being the only internal stakeholder that has minimal interaction.

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The key recommendations identified by the internal stakeholders are:

- Need to define areas that are maintained by Parks & Gardens Unit in the GIS and land asset database
- Definition of levels of service on sportsgrounds and reserves
- Establish a mutual understanding of agreed service levels between service provider and users
- Appropriate allowance to be made in the parks and gardens recurrent budget when relevant capital projects are approved
- Need for Parks & Gardens to be consulted on maintenance implications of proposed capital projects
- Subject to the revised Service Level Agreement the resources of the Parks & Gardens Unit should be reviewed in the context of:
  - Expanding and higher level roles undertaken by Team Leader requires a review of resources within the Parks & Gardens Unit
  - Changes to legislation e.g. vegetation clearance
  - Appropriate Occupational Health and Safety performance
  - Roadside Management Plan requirements
  - Succession planning
  - Additional assets that need to be maintained due to capital works projects
- The service delivery model, including the roles and responsibilities of parks and gardens, should be examined in conjunction with the service level review

**External Stakeholder Feedback**

A workshop was also undertaken with a range of external stakeholders. The detailed notes and outcomes of this workshop detailed in Appendix 5.

External stakeholders consulted were:

- Cressy District Action Group
- Cricket/Sporting Clubs
- Friends of Colac Botanic Gardens
- Wye River Parks

The key recommendations identified by the external stakeholders are:

- The service model/resources need to be reviewed and stakeholders informed and educated on outcomes
- Must clearly define parks and gardens roles and responsibilities and communicate to stakeholders
- Must clearly define the levels of service provided by parks and gardens and educate stakeholders including:
  - Colac proportion of allocated budget versus other rural areas
  - Proactive tree maintenance/pruning to avoid maintenance/risk issues
- Need to involve parks and gardens on capital works projects being undertaken in other areas of the Council
- Need to highlight/advocate the importance of the botanic gardens and maintain level of

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funding

- Review quality of service issues from a resource perspective e.g. mower types and drought tolerant grass provision

**Community Feedback**

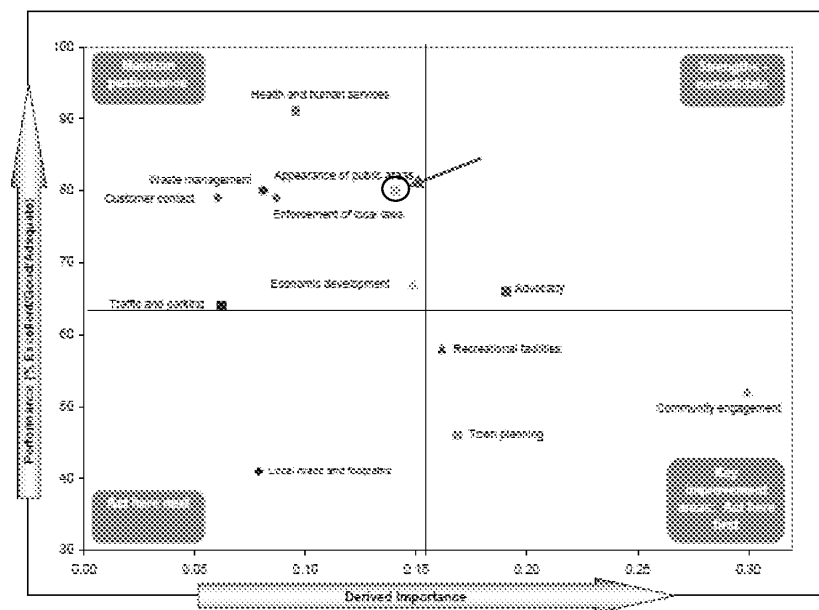
*Customer Survey – Comments*

As part of a customer survey undertaken in October 2009, which included other services such as asset management, cleaning and waste management, comments were received from the public that related to the parks and gardens service. These have been included in Appendix 6a *State Wide Local Government Customer Service Survey*

A survey of Local Government Customer Service across local governments in Victoria is undertaken on an annual basis and provided to individual councils to assist them identify areas for improvement and put in place actions to address identified issues. This survey covers a wide range of areas but the “Appearance of public areas” category is relevant to consider for the purposes of this Best Value Review.

The chart shows that “Appearance of public areas” is positioned in the “Maintain performance” quadrant. This indicates that there is a reasonable alignment between the customers ranking of importance of the service and Council's performance of the tasks associated with this service.

Customer Window for Colac-Otway Shire Council



Appendix 6b provides additional information on the performance of “Appearance of public areas” from the 2009 survey, with additional information provided for the years from 2006 - 2008.

In general terms, performance for “Appearance of public areas”, has been consistent and comparable with other large rural shires over the past six years. The most significant reasons given for needing improvement relate to “Better Maintenance of Parks and Gardens”, which was identified by an average of 29% of participants over the past three years. In 2009 this dropped to 22%, which

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is a good result but now includes comments such as “More frequent/better pruning of Street trees/plants” and “More frequent slashing mowing the public areas/fire hazards”.

These are clearly levels of service issues, which are most likely related to available budget funds than the performance of the Parks & Gardens Unit. Council should consider reviewing service levels and the associated costs and consult with the community as to the optimum balance.

*Cosworks - Service Improvement Program*

As part of its service improvement program, Cosworks undertakes a follow-up program that involves contacting randomly identified customers who have made requests of their services. The phone call to the customer asks a range of questions in relation to performance including timeliness. Examination of a range of these surveys conducted between 2004 up to 2009 indicated a high level of satisfaction with the service provided by the Parks & Gardens Unit.

The Continuous Improvement Plan (Appendix 1) contains improvement initiatives that will address a number of matters raised through the consultation process.

**3.6. Quality and Cost Standards**

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

| Parks & Gardens Unit                                                                                                                                                                                                                     | Target<br>2009/2010                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <p><i>Quality</i></p> <ul style="list-style-type: none"> <li>• Responsiveness to Customer Requests<br/>⇒ % of requests completed within service charter timeframes</li> <li>• Capital Works referrals for maintenance comment</li> </ul> | <p>80%</p> <p>2 week turn around</p> |
| <p><i>Cost</i></p> <ul style="list-style-type: none"> <li>• Variation of Actual to Budget costs.                             <ul style="list-style-type: none"> <li>• Operational Budget</li> </ul> </li> </ul>                          | <p>Within +/-5%</p>                  |

Following the recommended review of service levels and implementation of systems to monitor unit cost and other measures, the above quality and cost standards should be reviewed and new standards set. These should be targeted at key factors that will drive parks and gardens services to deliver performance outcomes that are accountable and can be confidently reported to Council and the community.



#### **4. Service Review Analysis**

The parks and gardens service has a wide range of stakeholders and is a very visible service provided to the community.

Community feedback indicates a current level of customer service satisfaction of 80%, which is on par with other large rural shires. Service improvements in the areas of:

- Better maintenance of parks and gardens
- More frequent/better pruning of Street trees/plants, and
- More frequent slashing mowing the public areas/fire hazards

have been identified by the community, indicating a need to raise the levels of service provided by the Parks & Gardens Unit. Given that the services currently provided by the Unit are considered affordable, it would indicate that this request will involve either greater budget allocations or a redistribution of effort within the current budget (a number of improvements will also be made within the Unit).

The common and most important improvement identified by the stakeholders and staff is a need to review the out of date Service Level Agreement for the parks and gardens service.

The above three key service improvement areas identified by the community should be specifically addressed as part of a service level review. The community will need to be consulted during this process and once adopted, the stakeholders and the community at large will need to be educated on the adopted service levels to ensure a mutual understanding. This is an important and significant project and one that needs to be started as soon as possible as the outcomes will result in addressing the majority of issues raised as part of this review.

A number of other improvement initiatives have been identified through this review, all of which are documented in the detailed appendices.

The key improvement initiatives have been documented in the continuous improvement plan in Appendix 1. This continuous improvement plan needs to be adopted and implemented to achieve the desired outcomes for the parks and gardens service.

It should be noted that the review and documentation of a new Service Level Agreement (SLA) and the other tasks listed in the continuous improvement plan will require significant effort to complete. The importance of having this information documented therefore requires a commitment to the provision of appropriate resources to ensure the SLA is available to assist in setting future budgets.

Given the existing demands on the staff to maintain the current workloads, it will require external assistance to support the staff to meet this important deadline. It is estimated that an amount of \$14,000 is required to facilitate this review. There is capacity in existing operational budgets for 2009/10 and it is proposed to commence the review of the SLA in late May 2010.

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## **5. Recommendations**

That:

1. Council note and endorse the findings of the report titled 'Best Value Service Review Report – Parks & Gardens Unit'
2. Council approves the implementation of the Continuous Improvement Plan annexed to the report (Refer Appendix 1) and endorses the proposal to commence a review of the existing Service Level Agreement.
3. Council endorses the ongoing provision of Parks & Gardens Services by in-house Council staff

## APPENDICES:

### Appendix 1: Continuous Improvement Initiatives

#### *Parks & Gardens Unit*

| No | Action                                                                                                      | How to get there                                                                                                                   | Intended Outcome                                                                    | Target Date | Responsible Officer                       |
|----|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|-------------------------------------------|
| 1  | Review update and adopt a Service Level Agreement for all tasks undertaken by the Parks and Gardens service | (a) Identify all tasks associated with the delivery of parks and gardens services                                                  | Clearly defined and agreed Service Levels for Parks & Gardens                       | July 2010   | Manager Cosworks                          |
|    |                                                                                                             | (b) Take into account service delivery model and roles and responsibilities in Action 2 below                                      |                                                                                     | Sept 2010   | Manager Cosworks                          |
|    |                                                                                                             | (c) Identify and document existing service levels based on current budget                                                          |                                                                                     | Oct 2010    | Manager Cosworks                          |
|    |                                                                                                             | (d) Consult with stakeholders and the community                                                                                    |                                                                                     | Feb 2011    | GM Infra & Services                       |
|    |                                                                                                             | (e) Update service levels based on consultation feedback                                                                           |                                                                                     | Mar 2011    | GM Infra & Services                       |
|    |                                                                                                             | (f) Adopt revised service level agreement for parks and gardens including cost drivers and budget requirements                     |                                                                                     | Mar 2011    | GM Infra & Services/<br>CEO               |
| 2  | Review the service delivery model and clarify roles and responsibilities of the parks and gardens unit      | (a) Define a clear service delivery model for parks and gardens                                                                    | Clearly defined and agreed roles and responsibilities of the parks and gardens unit | Sept 2010   | GM Infra & Services /<br>Manager Cosworks |
|    |                                                                                                             | (b) In conjunction with Action No 1 above clearly define and document the roles and responsibilities of the parks and gardens unit |                                                                                     | Sept 2010   | GM Infra & Services /<br>Manager Cosworks |

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| No | Action                                                               | How to get there                                                                                                                                                                                                               | Intended Outcome                                                                               | Target Date | Responsible Officer                    |
|----|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------|----------------------------------------|
|    |                                                                      | (c) Take into account areas identified as lacking in clarity as part of this review e.g. responsibility for trees on rural road reserves                                                                                       |                                                                                                | Sept 2010   | GM Infra & Services / Manager Cosworks |
| 3  | Review and incorporate identified capital works planning initiatives | (a) Establish a required referral process to the parks and gardens unit to obtain comment on maintenance standards and requirements for all capital works that impact on parks and gardens services                            | Long term maintenance implications taken into account when planning capital works projects     | May 2010    | GM Infra & Services / CEO              |
|    |                                                                      | (b) Ensure Whole of Life costing is applied to all proposed Capital Works and that the additional maintenance cost is incorporated into the recurrent budget based on the increased service level established in Action1 above |                                                                                                | May 2010    | GM Infra & Services / CEO              |
| 4  | Review resourcing for parks and gardens unit                         | (a) Review and determine staff needs to support adopted service levels in Action 1 above                                                                                                                                       | Appropriate staff and plant and equipment resources provided to match agreed levels of service | March 2011  | Manager Cosworks                       |
|    |                                                                      | (b) Review and determine plant and equipment needs to support adopted service levels in Action 1 above                                                                                                                         |                                                                                                | March 2011  | Manager Cosworks                       |

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| No | Action                                                                            | How to get there                                                                                                                                    | Intended Outcome                                                                                                                                                      | Target Date | Responsible Officer                                   |
|----|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------|
| 5  | Review unit cost tracking mechanism for parks and gardens                         | (a) Based on the identified services in Action 1 above establish a mechanism to capture, record and analyse unit cost information for each service. | Finance/costing system provides appropriate and accurate unit costs for the services provided by the parks and gardens unit                                           | March 2011  | GM Infra & Services / Manager Cosworks                |
|    |                                                                                   | (b) Examine the ability for Civica Authority system to support the above needs                                                                      |                                                                                                                                                                       | March 2011  | GM Infra & Services / Manager Cosworks                |
|    |                                                                                   | (c) Examine alternative methodologies if Civica is not able to do so                                                                                |                                                                                                                                                                       | March 2011  | GM Infra & Services / Manager Cosworks                |
| 6  | Review customer service consultation and tracking methodology for parks & gardens | (a) Review and document the existing customer service consultation methodologies for parks and gardens                                              | Customer service consultation methodology clearly defined and MERIT statistics structure redesigned to provide more useful information on requests and responsiveness | Oct 2010    | Manager Cosworks & Manager Organisational Development |
|    |                                                                                   | (b) Adopt a simplified consistent and regular consultation methodology                                                                              |                                                                                                                                                                       | Oct 2010    | Manager Cosworks & Manager Organisational Development |
|    |                                                                                   | (c) Undertake consultation based on the adopted methodology                                                                                         |                                                                                                                                                                       | Ongoing     | Manager Cosworks & Manager Organisational Development |
|    |                                                                                   | (d) Review the existing MERIT customer service requests categories and amend them to match the service categories defined in Action 1 above         |                                                                                                                                                                       | Oct 2010    | Manager Cosworks & Manager Organisational Development |

## Appendix 2: Strategic Direction Survey

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#### *Parks & Gardens Services*

##### **SERVICE PROFILE**

|                                                                                      |                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service Area Name</b>                                                             | <b>Parks &amp; Gardens</b>                                                                                                                                                                                                                                                          |
| <b>Manager's Name<br/>Coordinator's Name (if applicable)</b>                         | Greg Anderton<br>Mark Robinson                                                                                                                                                                                                                                                      |
| <b>Service Description</b>                                                           | Parks & Gardens Maintenance                                                                                                                                                                                                                                                         |
| <b>Services Provided</b>                                                             | <ul style="list-style-type: none"> <li>- Grass Mowing</li> <li>- Tree Maintenance (including roadsides)</li> <li>- Vegetation Clearance of Powerlines</li> <li>- Sportsground / Reserve Maintenance</li> <li>- Playground Equipment Maintenance</li> <li>- Weed Spraying</li> </ul> |
| <b>Where is Service Provided From?</b>                                               | Colac, Gellibrand and Apollo bay Depots                                                                                                                                                                                                                                             |
| <b>Why is Service Provided?</b>                                                      | To provide safe and presentable parks, reserves and playgrounds.                                                                                                                                                                                                                    |
| <b>How Many Staff (EFT) Provide the service?</b>                                     | 13 EFT – 11 Colac; 1 Gellibrand & 1 Apollo Bay                                                                                                                                                                                                                                      |
| <b>Who are the key stakeholders of the service?</b>                                  | General Public, Sporting Clubs, Visitors / Tourists, Recreation Unit, Friends of the Botanic Gardens                                                                                                                                                                                |
| <b>Which of the stakeholders is the recipient group (i.e. service users)?</b>        | General Public, Sporting Clubs, Visitors / Tourists                                                                                                                                                                                                                                 |
| <b>What is annual budgeted NET cost to Council of Service?</b>                       | \$768,000 Expenditure                                                                                                                                                                                                                                                               |
| <b>How Much External Government Funding is Provided?</b>                             | Nil                                                                                                                                                                                                                                                                                 |
| <b>What non financial resources are used by the Service?</b>                         | Depots, Vehicles, Tractors, Mowers, Tractors, Computers, Spraying equipment, Chainsaws                                                                                                                                                                                              |
| <b>What are the performance standards applicable to the service?</b>                 | Expend 100% of the allocated budget                                                                                                                                                                                                                                                 |
| <b>What Customer Service Standards apply to the service?</b>                         | Organisational Customer Service Standards & MERIT request system requirements.                                                                                                                                                                                                      |
| <b>What are the critical issues faced by the service over the next 12 months?</b>    | <ul style="list-style-type: none"> <li>⇒ Managing the control of tree overhang on Rural road reserves.</li> <li>⇒ Use of herbicides</li> </ul>                                                                                                                                      |
| <b>What are the critical issues faced by the service over the next five years?</b>   | <ul style="list-style-type: none"> <li>⇒ Tree Management (Ongoing)</li> <li>⇒ Drought Issues – Use of recycled water in reserves, parks and sporting ovals.</li> </ul>                                                                                                              |
| <b>What opportunities may become available to the service in the next few years?</b> | <ul style="list-style-type: none"> <li>⇒ Information on alternative grass types for sporting ovals etc</li> <li>⇒ Availability of grants to fund "waterwise" projects.</li> </ul>                                                                                                   |
| <b>What action is suggested to address these issues?</b>                             | <ul style="list-style-type: none"> <li>⇒ Benchmarking of service levels in other councils for tree overhang in road reserves.</li> <li>⇒ Develop &amp; adopt a clear herbicide use policy</li> </ul>                                                                                |

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| <b>Service Area Name</b>                                                                                                                                                   | <b>Parks &amp; Gardens</b>                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What are the key projects to be undertaken by the service in the next 12 months?</b>                                                                                    | ⇒ Examine recycled water opportunities and alternate appropriate grass types.<br>⇒ Review Parks & Gardens service intervention levels across the shire with the view to adopting consistent standards for similar services. |
| <b>Are <i>additional</i> resources required to undertake these projects?</b><br><br><b>If YES, please identify resources required?</b>                                     | Liaison with the Environmental and Recreation Units.                                                                                                                                                                        |
| <b><i>COUNCILLOR FEEDBACK</i></b><br><i>Based upon your contact with the community, please respond to the following questions.</i>                                         |                                                                                                                                                                                                                             |
| <b>Is this service accessible to all stakeholders that require the service?</b><br><br><b>If NO, which areas/groups are unable to access the service?</b>                  | No - rural areas do not get the same tree maintenance on roadsides<br>Yes                                                                                                                                                   |
| <b>Does the service respond to the needs of the key stakeholders?</b><br><br><b>If NO, please specify why it doesn't?</b>                                                  | No - Policies exclude rural roadsides<br>Yes                                                                                                                                                                                |
| <b>Are current customer service response standards adequate?</b><br><br><b>If NO, please specify why they are inadequate.</b>                                              | Yes - with the exception of the above and sometimes grass mowing<br>Yes                                                                                                                                                     |
| <b>Are current performance standards adequate?</b><br><br><b>If NO, please specify why they are inadequate.</b>                                                            | No - see above<br>Yes                                                                                                                                                                                                       |
| <b>Do believe it is Council's role to provide this service?</b><br><br><b>If NO, who should provide the service?</b>                                                       | Yes --<br>Yes - and be proud                                                                                                                                                                                                |
| <b>Does the extent of Council's involvement in this service need to be reviewed?</b><br><br><b>If YES, to what extent should Council be involved in service provision?</b> | --<br>No                                                                                                                                                                                                                    |
| <b>Has the community made you aware of any specific problems regarding the provision of this service?</b><br><br><b>If YES, what are these problems?</b>                   | Yes - trees on rural roadsides<br>Yes - expand on to Lake foreshore                                                                                                                                                         |
| <b>Has the community raised any unfulfilled needs/issues in relation this service?</b><br><br><b>If YES, what are these?</b>                                               | Yes - as above and grass mowing<br>Yes - drought proof gardens                                                                                                                                                              |

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**February 2010**

|                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service Area Name</b>                                                                                                                                                                                                                                                                        |  | <b>Parks &amp; Gardens</b>                                                                                                                                                                                                               |
| <p><b>In your opinion, which of the following should be given priority in the next financial year?</b></p> <p>(a) major projects/issues identified by staff (see above)</p> <p>(b) unfulfilled needs/issues raised by the community (see above)</p> <p>(c) a combination of both (pls list)</p> |  | <p>(a)</p> <p>(c), (a), (b)</p>                                                                                                                                                                                                          |
| <p><b>Do you believe there are any enhancements to the service that should be considered?</b></p> <p><b>If YES, what are these?</b></p>                                                                                                                                                         |  | <p>Yes - keep up the good work</p> <p>Yes - additional grass cutting in various parts where in the Bthrs - could the additional contractors our maintenance/contractor to mow as at waterworks are already let out during mid winter</p> |
| <b>Coordinator</b>                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                          |
| <b>Manager</b>                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                          |
| <b>General Manager</b>                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                          |

**Appendices 3 through to 6 (pages 25 – 46) have been removed for confidentiality reasons. A copy of these pages has been provided to Councillors under a separate memo.**



OM102605-7

**CRESSY SHELFORD ROAD PROGRESS REPORT**

|             |                           |           |                      |
|-------------|---------------------------|-----------|----------------------|
| AUTHOR:     | Travis Riches             | ENDORSED: | Neil Allen           |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | Cressy Shelford Road |

**Purpose**

To provide Council with an update of the actions undertaken to date in relation to the Cressy-Shelford Road Agreements with the Department of Environment, Water, Heritage and the Arts (DEWHA) and the Department of Sustainability and Environment (DSE).

**Declaration of Interests**

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

**Background**

Council engaged a road construction contractor to undertake roadworks along the Cressy Shelford Road in April 2008.

The works method employed by Council's contractor, during the roadwork activity, resulted in the removal and damage of a significant amount of an endangered vegetation community.

An on-site meeting on 7 May 2008 revealed that the vegetation damaged or removed was significant and due to the presence of rare species known to be on-site that it constituted a possible breach of three pieces of legislation:

- *The Federal Environment Protection and Biodiversity Conservation Act (EPBC Act) (1999);*
- *The State Environment and Planning Act (1987); and*
- *The State Flora and Fauna Guarantee Act (FFG Act) (1988).*

On 9 October 2009 Council signed a Memorandum of Understanding (MoU) with the DSE which secured Council's commitment to implementing the 'Cressy-Shelford Road Proposal March 2009'. On 13 October 2009 Council signed a similar document, an Enforceable Undertaking (EU), with DEWHA which listed the actions Council is required to undertake to facilitate the rehabilitation of the area and to implement systems and process improvements.

**Council Plan / Other Strategies / Policy**

This report is consistent with the Council Plan under 'Environmental Management' with the strategy to protect and enhance the environment entrusted to us.

**Issues / Options**

Given that Council is complying with its agreement and that the Progress Report is provided for information only, there are no issues or options to discuss at this stage.

**Proposal**

Council continue to implement and report on the actions as listed in the agreements with DEWHA and DSE.

**Financial and Other Resource Implications**

The implementation of the identified key actions is fully budgeted for in both 2009/2010 and 2010/2011.

**Risk Management & Compliance Issues**

As highlighted, Council has signed written agreements with DEWHA and DSE and is required to complete the actions listed in each agreement.

**Environmental and Climate Change Considerations**

The implementation of the agreed actions will work towards protecting and promoting the environmental assets of the Shire.

**Community Engagement**

The community will be engaged as part of the awareness raising campaign detailed in the agreement, this campaign will focus on the importance of biodiversity conservation and is expected to commence in the latter half of this year.

**Implementation**

Council's Infrastructure Environment Officer will continue to implement the actions listed in the agreements.

Council has undertaken successful rehabilitation works occurring along the Cressy-Shelford Road to date.

The agreements detail a range of actions to be implemented which are grouped into the following categories:

- Rehabilitate grassland vegetation on damaged areas along the Cressy-Shelford Road through the development and implementation of a Grassland Rehabilitation and Management Plan approved by DEWHA and DSE;
- Improved project management processes and procedure to ensure that environmental issues are given sufficient consideration during the planning and delivery stages of Council works. This will be complemented by staff training sessions on the significance of biodiversity conservation, as well as the updating of Council's biodiversity database;
- External awareness raising campaign aimed at increasing the wider communities (e.g. private landowners, CFA, real estate agents, etc.) understating of the value of native grasslands and their legislative protection;
- Contribute to the DSE to provide for the protection of 3.3 ha of native grasslands; and
- Appointment of an Infrastructure Environment Officer to implement and report on the progress of the above actions set out in the agreements.

The Cressy Shelford Road Progress Report February 2010 is provided to Council for information. Further reports will be provided as required to comply with Council's obligations under the agreement.

**Conclusion**

Council has successfully implemented a range of actions required to comply with the requirements on the agreement. This will assist towards protecting the environmental assets of the Shire, through improving understanding of biodiversity values and ensuring that these are protected during the delivery of Council's works programs.

**Attachments**

1. Cressy Shelford Road Progress Report February 2010

**Recommendation(s)**

***That Council:***

- 1. Note the Cressy Shelford Progress Report February 2010 and actions completed to date in compliance with the agreement;***
- 2. Note the successful rehabilitation works occurring along the Cressy-Shelford Road to date; and***
- 3. Endorse the ongoing internal process improvements for minimising Council's environmental impacts during the delivery of works programs.***

~~~~~U~~~~~




CRESSY-SHELFORD ROAD

NATIVE GRASSLAND AND THREATENED SPECIES PROGRESS REPORT # 1

February - 2010

Purpose

The purpose of this progress report is to provide the Department of Environment, Water, Heritage and the Arts (DEWHA) and the Department of Sustainability and Environment (DSE) with an update on the actions the Colac Otway Shire (Council) has undertaken in line with the relevant Cressy-Shelford Road agreements.

Background

Council engaged a road construction contractor to undertake roadworks along the Cressy Shelford Road in April 2008.

The works method employed by Council's contractor, during the roadwork activity, resulted in the removal and damage of a significant amount of an endangered vegetation community.

An on-site meeting on 7 May 2008 revealed that the vegetation damaged or removed was significant and due to the presence of rare species known to be on-site that it constituted a possible breach of three pieces of legislation:

- The Federal Environment Protection and Biodiversity Conservation Act (EPBC Act) (1999);
- The State Environment and Planning Act (1987); and
- The State Flora and Fauna Guarantee Act (FFG Act) (1988).

On 9 October 2009 Council signed a Memorandum of Understanding (MoU) with the DSE which secured Council's commitment to implementing the 'Cressy-Shelford Road Proposal March 2009'. On 13 October 2009 Council signed a similar document, an Enforceable Undertaking (EU), with DEWHA which listed the actions Council is required to undertake to facilitate the rehabilitation of the area and to implement systems and process improvements.

Discussion

To date a range of actions have been completed by Council in relation to the agreements. A progress report template has been developed which mirrors the format of the agreements. This format provides for detailed information on the implementation of actions to be captured along with supporting documents.

It is important to note that the timelines listed in the EU are different to those listed in the MoU with the DSE. Council would also like to highlight the time lapse between the dates for some actions commencing in agreements (starting June 2008) and the final execution of the agreements in October 2009. Understandably, Council may not be able to meet some of the delivery dates, which has been recognised by the Cressy-Shelford Road Steering Committee, but is committed to completing these actions as soon as possible with emphasis on seasonally critical actions.

Notwithstanding this issue, Council has been actively implementing a range of actions listed in the proposal prior to the agreements being signed and these are outlined in the tables below.

TABLE 1 : CRESSY-SHELFORD ROAD REHABILITATION

| Activity | Estimated Cost | Actual Cost | Notes | Reference |
|--|----------------|-------------|--|--|
| Removal and redistribution of Material | \$80,000 | \$78,929.05 | <p>Removal of the imported road making material placed along the road reserve began in October 2008 and was completed in December 2008. These works were undertaken with support from both the DEWHA and the DSE were overseen by independent botanists from the environmental consultancies GAGIN and BIOSIS.</p> <p>Portable platforms were used to facilitate access for machinery. This allowed for a bulk of the material to be removed efficiently, with the last layer (covering the grassland) removed with brooms and shovels. This method was selected as it ensured additional impact to the site during the removal of material was minimised. The material that was taken from this site was transported to a designated stockpile site, where no native grasslands exist.</p> <p>The final report produced by BIOSIS states that the removal works have been completed by Gagin and Council. These works were undertaken in accordance with the guiding principles approved by the DEWHA and the DSE.</p> | Attachment 1, BIOSIS REPORT - Cressy-Shelford Final Audit |
| Plan Development, and implementation | \$100,000 | \$10,000 | <p>THIS ACTION HAS BEEN COMPLETED</p> <p>In November 2009, Council engaged an independent botanist to undertake a spring survey of the site. This assessment was completed using a modified Braun-Blanquet scale to determine cover/abundances for each of the 12 disturbed areas and a 3-4 m buffer of undisturbed grassland surrounding the disturbed areas for comparative purposes.</p> <p>This assessment found that removal of material 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 <i>Pimelea spinescens</i> subsp. <i>spinescens</i> and Hairy Tails <i>Ptilotus erubescens</i>) were recorded within the disturbed areas, either having survived the disturbance or recolonised. The more open nature of the disturbed areas may have encouraged some of these species, which have otherwise struggled within the dense swards of grasses.</p> <p>This assessment concluded that regeneration observed at the disturbed sites suggests that this site is unlikely to suffer permanent damage.</p> <p>A Task Brief has been written for the development of a Rehabilitation Plan for the site. This document specifies management issues to be addressed by the plan (weed control, revegetation etc.) and a process for measuring the success of proposed actions. This brief has been supported by the Cressy-Shelford Road Steering Committee.</p> | Attachment 2, Remnant Vegetation Rapid Site Assessment Cressy-Shelford Road. (December 2009)
Attachment 3, Task Brief - Cressy-Shelford Rd. Tender Doc for Rehab Plan Development.pdf |

TABLE 2: INTERNAL PROCESSES AND INITIATIVES

| | | | | | |
|--------------------------------|----------|----------|---|---|--|
| Internal Procedure Improvement | \$20,000 | \$20,000 | <i>Procedure review complete and new procedure implemented and reviewed</i> | <p>In July 2008 Council formed an Organisational System Review Steering Committee (OSRC) to assess the performance of Council's systems and processes, with an initial focus on project and program management processes and recommend improvements. With assistance from an external consultant, Council has developed, and is refining, a system that manages projects from inception through to delivery and reporting. This system ensures that all facets of a project are examined, employing a referral step to ensure correct permits and permissions are sought.</p> <p>In August 2009, an Infrastructure Environment Officer was appointed to Council. This officer was responsible for developing a process to identify and manage Council's environmental impacts for its capital, maintenance and contracts works. In basic terms this process considers the proposed works method and identifies environmental assets present to ensure possible impacts are avoided. This process has now been incorporated into the project management system discussed above.</p> <p>For a number of years Council has employed an independent botanist to assess the conservation status of its roadside reserve. However, issues were identified in the accessibility of this information. In April 2009 Council obtained funding from the Department of Primary Industry to improve this system, through the development of GBM Mapping software application. Council has since purchased nine more GBM licenses to increase the number of staff using this system which improves access through a simple spatial system and ensures current information is available to Council Officers.</p> <p>THIS ACTION HAS BEEN COMPLETED</p> | <p>Attachment 4.
MEMO - Environmental Assessment and Protection
Process (inc. attachments)</p> <p>Attachment 5.
Project
Application DPI
BCLGRP (GBM Mapping Software) All Councils 0809</p> <p>Attachment 6.
Proposal – Spatial enablement of Roadside Vegetation Database. Exa-Min.</p> |
|--------------------------------|----------|----------|---|---|--|

| ACTIVITY | ESTIMATED COSTS TO DATE | ACTUAL COSTS TO DATE | PERCENTAGE COMPLETE | COMMENTS | |
|--|-------------------------|----------------------|--|--|---|
| Internal Training and Awareness Raising | \$27,000 | \$0 | A minimum of 3 training sessions undertaken with staff and Councilors | As stated in the agreements, this action relates to specific training for Council staff in relation to biodiversity conservation. Although this training has not yet commenced, it is important to note that the Environment Assessment process discussed has provided important awareness raising outcomes.

For example, in assessing Council's Major Drainage Program a number of significant species were identified. After site inspections and discussion with works managers, the works process was deemed appropriate. This exercise highlighted Council's works departments interest in environmental assets found within the Shire and their commitment to employing works practices to minimise environmental impacts.

It is also important to highlight the ripple effect that has occurred since the Cressy-Shelford Road incident. Council staff have a heightened awareness of environmental legislation and are giving significant consideration when managing projects and programs. | Attachment 7. EIA & EAA for major drainage Gellibrand (0910) |
| Roadside Mapping and Planning | \$33,000 | \$33,000 | Roadside Mapping Complete

Roadside Veg Mgt Plan reviewed and new plan implemented | In June 2008 BEN Biodiversity Services were engaged by Council to continue roadside conservation assessments of Council managed roads. This portion of work related to a further third of the Shire having its roads assessed. This portion of works also included the reassessment of a large selection of roads where some data accuracy issues had been identified.

In May 2009 Council embarked on a Biodiversity Mapping Project in partnership with the DSE. This project produced a set of more accurate maps showing sites and areas of biodiversity value that can be considered by Council for inclusion into the planning scheme. At this stage the mapping component has been completed, with some data validity work required before the process to incorporate this information into the planning scheme can commence.

In October 2009 BEN Biodiversity Services were employed to undertake assessments on the remaining roadside reserves within the Shire. Recent discussions with the botanist have revealed that the on ground works component for the project have been completed, with some species identification works required before the database is delivered to Council. This is expected in the coming weeks. | Attachment 8. Letter of Acceptance - BBS June 2008 Part A and B

Attachment 9. Letter of Acceptance - BBS October 2009

Attachment 10. Memo - Biodiversity Mapping Project October 2009 |
| Contractor Requirements | NA | | New contractor requirements implemented | Council's new project management system ensures that issues identified in the referral process are included in the tender documents. This allows contractors to consider the costs (if any) and challenges associated with managing this issue when tendering. | |

| ACTIVITY | ESTIMATED TOTAL COST (\$000) | START DATE | COMPLETION DATE | PERFORMANCE INDICATORS | COMMENTS |
|--|------------------------------|------------|-----------------|---|---|
| Contractor Requirements
(Continued) | NA | | | New contractor requirements implemented | As illustrated in the Environmental Assessment Process, contractors are required to submit their Environmental Management Plan and Environmental Impact Assessment to address issues highlighted in the tender documents. These are reviewed by Council's staff and onsite visits undertaken where necessary. |

TABLE 3: EXTERNAL AWARENESS RAISING INITIATIVES

| ACTIVITY | ESTIMATED TOTAL COST (\$000) | START DATE | COMPLETION DATE | PERFORMANCE INDICATORS | COMMENTS | SUPPORTING EVIDENCE |
|-------------------|------------------------------|------------|-----------------|---|--|---|
| Awareness Raising | \$30,000 | \$0 | | Awareness Raising Program Developed

A minimum of 5 Workshops/Field Days

Signage installed on all high conservation roads. | <p>Although a formal awareness raising program has not yet been formalized and implemented, Council has actively been promoting the importance of grassland protection and biodiversity conservation to the community and contractors.</p> <p>At the Environment Officer Network Meeting in March, a visit to the Cressy-Shelford Road was undertaken. This network comprises of local government environmental staff and is coordinated by the DSE. Feedback from members suggested generally Councils do not have adequate processes in place that would prevent an event like Cressy-Shelford Road occurring in other areas. However, the awareness created from the Cressy-Shelford Road incident has illustrated to other Councils the importance of meeting environmental legislation.</p> <p>It is important to highlight that the Cressy-Shelford Road was listed for a re-seal this year under the Local Roads Sealing Program. As a requirement of the Environmental Assessment process, the contractor produced an Environmental Impact Assessment (EIA) and an onsite meeting was held prior to works commencing. Through these discussions the contractor developed a greater understanding of the value and importance that the grasslands and their legislative protections. They will be able to take this information with them to ensure environmental values are protected in works they undertake in other areas.</p> <p>Understandably, this issue has generated significant media attention. This has meant information on the breach and penalties has been provided direct to the community, thereby raising their awareness of environmental values, and their protection, within the Shire.</p> <p>Council has been working closely with the Country Fire Authority (CFA) in relation to prescribed burning operations. Permits issued to the CFA for burns on high conservation roads, such as the Cressy-Shelford Road, specify that 'all machinery and vehicles must be confined to the design road formation and access tracks and driveways'. Additional to this Council, has organised onsite meeting with the DSE, DEWHA and the CFA to ensure that these agencies support the proposed burns and associated works methods.</p> | <p>Attachment 11, AGENDA SCLGEN 5 November 2009</p> <p>Attachment 12, Colac Herald 02-11-09 - Cressy-Shelford Rd Fire</p> |

TABLE 4: PROTECTION OF NATIVE GRASSLANDS AND THREATENED SPECIES

| ACTION | ESTIMATED TOTAL COSTS | COSTS TO DATE | KEY PERFORMANCE INDICATORS | UPDATE | SUPPORTING EVIDENCE |
|-------------|-----------------------|---------------|-----------------------------------|---|---------------------|
| DSE Payment | \$250,000 | \$150,000 | Payment made before 30 June 2009. | To date Council has made three payments to DSE amounting to \$150,000. Payment dates are listed below: <ul style="list-style-type: none"> • 4 November 2009; • 3 December 2009; and • 28 January 2010. | |

TABLE 5: COORDINATION AND REPORTING

| ACTION | ESTIMATED TOTAL COSTS | COSTS TO DATE | KEY PERFORMANCE INDICATORS | UPDATE | SUPPORTING EVIDENCE |
|----------------------------|-----------------------|---------------|---|--|---|
| Coordination and Reporting | \$150,000 | \$31,019.35 | Working Group Established
Co-ordinator appointed
Reports submitted on time. | <p>The first Cressy-Shelford Road Steering Committee (CSRSC) meeting was held on 23 February 2010. Some of the key documents reviewed in this meeting are listed below:</p> <ul style="list-style-type: none"> • Enforceable Undertaking; • Memorandum of Understanding; • Terms of Reference; • Remnant Vegetation Rapid Site Assessment Cressy-Shelford Road. (December 2009); and • Draft Progress Report February 2010 <p>In July 2009, Council appointed an Infrastructure Environment Officer to implement the Cressy-Shelford Road agreements. The officer appointed, Mr. Travis Riches, has significant experience and skill in relation to managing environmental assets, thereby meeting criteria in the agreements.</p> <p>As discussed, the delivery dates for the actions may not be achievable, given the timing issues with the original agreements. This issue is noted in the minutes along with some revised delivery dates and additional progress reports, supported by the CSRSC</p> | Attachment 13, CSRSC Terms of Reference
Attachment 14, CSRSC Minutes February 2010 |

TABLE 6: SUMMARY OF EXPENDITURE

| | 0809
FINANCIAL
YEAR | 0809 ACTUAL
YEAR | 0910
FINANCIAL
YEAR | 0910 YTD
YEAR | 1011
FINANCIAL
YEAR | ORIGINAL
ALLOCATION | TOTAL TO
DATE |
|---|---------------------------|---------------------|---------------------------|------------------|---------------------------|------------------------|------------------|
| REHABILITATION | | | | | | | |
| Removal and redistribution of material | \$ 80,000 | \$ 78,929 | \$ 50,000 | \$ 10,209 | \$ 50,000 | \$ 80,000 | \$ 78,929 |
| Plan development and implementation | \$ 80,000 | \$ 78,929 | \$ 50,000 | \$ 10,209 | \$ 50,000 | \$ 100,000 | \$ 10,209 |
| SUBTOTAL | \$ 80,000 | \$ 78,929 | \$ 50,000 | \$ 10,209 | \$ 50,000 | \$ 180,000 | \$ 89,138 |
| INTERNAL PROCESS IMPROVEMENT | | | | | | | |
| Internal Procedure Management | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 20,000 | \$ 20,000 |
| Internal Training and Awareness | \$ - | \$ - | \$ 10,000 | \$ - | \$ 17,000 | \$ 27,000 | \$ - |
| Roadside Mapping and Planning | \$ 16,500 | \$ 30,778 | \$ 16,500 | \$ 15,840 | \$ - | \$ 33,000 | \$ 46,618 |
| Contractor Requirements | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| SUBTOTAL | \$ 26,500 | \$ 40,778 | \$ 36,500 | \$ 25,840 | \$ 17,000 | \$ 80,000 | \$ 66,618 |
| EXTERNAL AWARENESS RAISING INITIATIVES | | | | | | | |
| Community Workshops | | | | | \$ 13,000 | \$ 13,000 | \$ - |
| Signage Program | | | | | \$ 15,000 | \$ 15,000 | \$ - |
| Mail Out | | | | | \$ 2,000 | \$ 2,000 | \$ - |
| SUBTOTAL | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | \$ 30,000 | \$ - |
| DSE PAYMENT | | | | | | | |
| | 0809
FINANCIAL
YEAR | 0809 ACTUAL
YEAR | 0910
FINANCIAL
YEAR | 0910 YTD
YEAR | 1011
FINANCIAL
YEAR | ORIGINAL
ALLOCATION | TOTAL TO
DATE |
| SUBTOTAL | \$ - | \$ - | \$ 250,000 | \$ 150,000 | \$ - | \$ 250,000 | \$ 150,000 |
| COORDINATION AND REPORTING | | | | | | | |
| | 0809
FINANCIAL
YEAR | 0809 ACTUAL
YEAR | 0910
FINANCIAL
YEAR | 0910 YTD
YEAR | 1011
FINANCIAL
YEAR | ORIGINAL
ALLOCATION | TOTAL TO
DATE |
| SUBTOTAL | \$ - | \$ - | \$ 40,000 | \$ 31,019 | \$ 110,000 | \$ 150,000 | \$ 31,019 |
| TOTAL | | | | | | \$ 690,000 | \$ 336,775 |

ATTACHMENT 1



Stewart Anderson
Manager Environment and Community Safety
Colac Otway Shire
PO Box 283
Colac, Victoria, 3250

7 May 2009

Re: Supervision and monitoring the implementation of rehabilitation works for areas of disturbed Plains Grassland at the Cressy-Shelford Road.

Our Ref: Project 7499

Dear Stewart,

The physical rehabilitation works associated with the areas of Plains Grassland disturbed in association with the 2008 road works along the Cressy-Shelford Road (Figure 1) have now been completed. As you are aware this was done in two stages with the first stage involving the removal of material using an excavator loading trucks and the second by hand loading of wheel barrows and with a much smaller machine known as a "Dingo".

These works were initially supervised by myself and all workers in the first stage were given an induction into the objectives of the work and the importance of the grassland environment in which they were working. Additional workers involved in the smaller scale hand removal procedures were inducted by Peter Włodarczyk (GAGIN Pty. Ltd.) who was present at the initial site induction and has supervised both stages of the rehabilitation works in my absence.

I am pleased to report that in my opinion these rehabilitation works have been completed in accordance with the guiding principles outlined in the rehabilitation plan I prepared in 2008 and subsequently approved by the Department of Environment, Water, Heritage and the Arts (DEWHA).

Threatened plant species observed around the disturbed areas during this process included:

- | | |
|---|---------------------------|
| • <i>Comesperma polygaloides</i> | Small Milkwort |
| • <i>Craspedia</i> sp. 2 | Derrinallum Billy-buttons |
| • <i>Dianella</i> sp. aff. <i>longifolia</i> (Benambra) | Arching Flax-lily |
| • <i>Diuris behrii</i> | Golden Cowslips |
| • <i>Diuris gregaria</i> | Clumping Golden Moths |
| • <i>Geranium</i> sp. 3 | Pale-flower Crane's-bill |
| • <i>Microseris</i> sp. 1 | Plains Yam-daisy |
| • <i>Pimelea spinescens</i> subsp. <i>spinescens</i> | Spiny Rice-flower |
| • <i>Thelymitra gregaria</i> | Basalt Sun-orchid |

Some of these species have regenerated within disturbed areas, generally from root systems not destroyed by the initial soil scraping.



One additional threatened fauna species, Golden Sun-moth *Synemon plana*, was also observed during the rehabilitation process.

Disturbance to the grassland and surrounding threatened species from the heavy machinery used was minimised through the protection of these areas from mechanical soil disturbance during the removal of the soil dumps. While some small areas of grassland were compressed by the layers of protective materials used to maintain the soil crust, these have recovered well, as expected. No impacts, such as exacerbated weed invasion or the death of any other grassland species is anticipated from this relatively minor disturbance.

Similarly the hand removal of material has been conducted in an appropriate manner and all materials which could be removed without causing any additional detrimental disturbance have been removed.

Photos of each soil dump at the end of this rehabilitation process are provided and the location of each photographed site identified on the series of maps provided (Figure 2A to 2K).

The ongoing recovery of these disturbed areas will be dependant on the ongoing management of these sites. If there is a requirement to manage the recovery of these areas to prevent the development of weedy swards, then the relatively intensive management outlined by GAGIN needs to be implemented as soon as possible in the up coming growing season.

If you have any questions, please contact me on 9646 9499 on the numbers below.

Yours sincerely,

Steve Mueck
Senior Consultant Botanist



Photo of Site 1 above and Site 2 below





Photo of the ground exposed by the rehabilitation works at Site 2. Broader photo of Site 2 below





Photo of works at Site 3 above and below





Photo above of Site 3, below is Site 4





Photo above is Site 5. Mound of soil removed is bare, scrapped area is to the right.
Photo below is the completed works at site 6



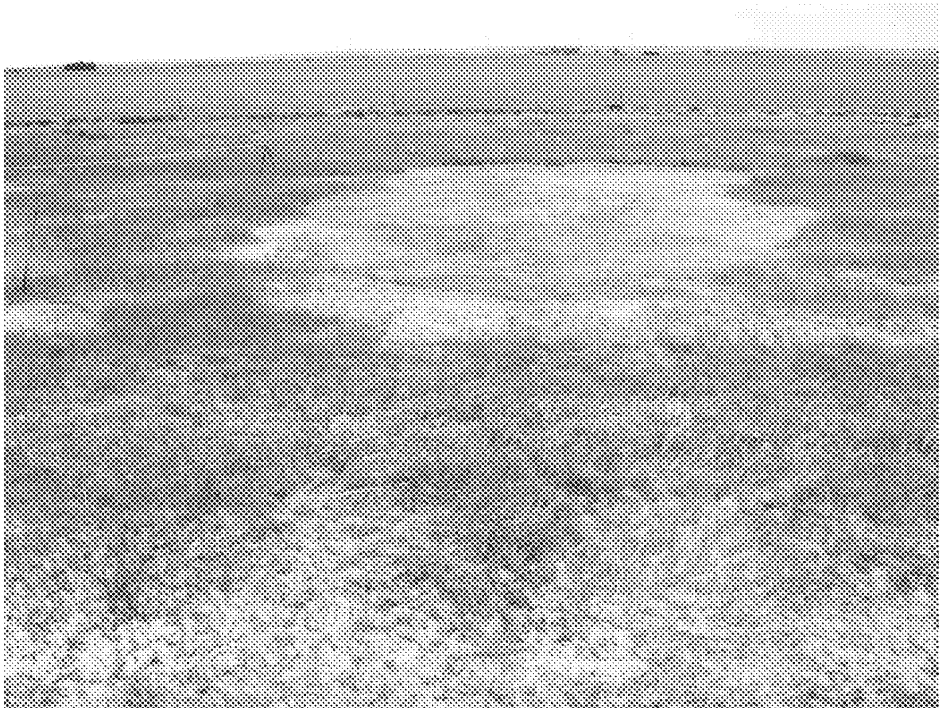


Photo above is soil removed from Site 7. Photo below is from Site 8





Photo above is soil removed at Site 9. Photo below is part of Site 10



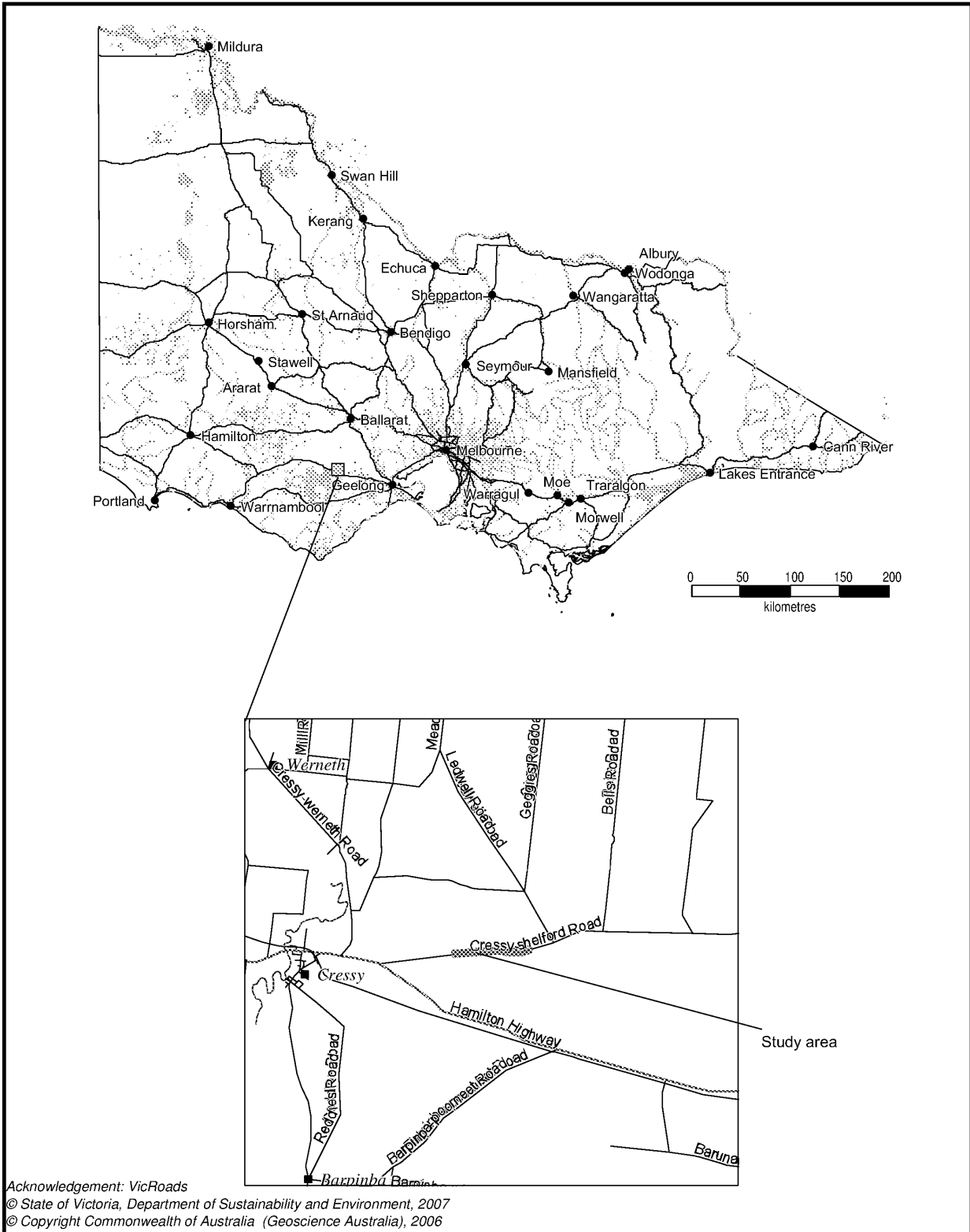


Picture above is of Site 11 while below is of Site 12.




Photo below is the impact of works along the fenceline between sites 4 and 5. This area was a weedy sward and was driven over by trucks.





Acknowledgement: VicRoads
 © State of Victoria, Department of Sustainability and Environment, 2007
 © Copyright Commonwealth of Australia (Geoscience Australia), 2006




Biosis Research Pty. Ltd.
 38 Bertie Street
 (PO Box 489)
 Port Melbourne
 VICTORIA 3207

Figure 1: Location of the study area

DATE: 6 May 2009
 Checked by:SGM Drawn by:RMF File number:7499
 Location: ...7499.Mapping\7499 Figure 1.wor

Scale: 0 2 4 6 8
 kilometres



MGA
 Zone 55

Remnant Vegetation Rapid Site Assessment

First Inspection Date: 18/12/2005

SiteCode: CO-079

Report Version Date: 27/01/2010

Cressy-Shelford Road

Photographer: Tim D'Ombain



Municipality: Colac-Otway Shire

Catchment Management Authority: Corangamite CMA

Prepared by



Assessor(s): Tim D'Ombain & Janet Leversha

Type of inspection (land status): Colac-Otway Shire Roadsides

Table of contents

i: Cover page (including site photo)
Executive Summary*
Offset Summary and Plan*

Section A: Site Background and Introduction
Site Description
Site Details

Section B: Management Zones
Zone Description
Zone Photograph(s)
Condition Assessment
Biodiversity Management
Management Issues
Management Recommendations
Net Gain Discussion, Targets and Potential Offsets
Waypoint Summary

APPENDICES

Appendix 1: Vegetation Communities (including EVC descriptions and details)

Appendix 2: Geology, soils and landform details (Landsystems information)

Appendix 3: Field Survey Information - Waypoints

- Observations & features (geographically located -see mapping)
- Flora & Fauna species lists (Lists relate to the Site, Management Zones or point data)
- Waypoint photograph(s)
- Vegetation Quality Assessment
 - Habitat-gain scoring*
 - Offset criteria*
- Review of pre-existing data (Flora Information System, Atlas of Victorian Wildlife, EPBC Protected Matters Database)*

Appendix 4: Site map showing site location, topography, zone boundaries and waypoints

Appendix 5: EVC 1750 modeling exercise - possible EVCs in the area (The report notes actual EVCs observed)

Appendix 6: Reference flora and fauna lists for the general area around the site*
(to guide revegetation activities)

Appendix 7: Implementation Record*

- Works program (proposed works and costings)*
- Work record (labour and materials)*
- Revegetation record (planting activities, volunteer involvement, species details - species, numbers and provenances)*

Appendix 8: Miscellaneous File Notes*

- Additional information subsequent to original report* (including a record of verbal, email and written correspondence relevant to the site and contact details for interested parties)

Appendix 9: Rehabilitation Management Schedule*

Appendix 10: Revegetation Survival Targets*

Appendix 11: Environmental Management Plan*

Logos and acknowledgements*

Sections marked with an * are optional and may not be included

How to use this report:

This report provides a general background to the site and attempts to incorporate all information relevant to ongoing management. Information includes correspondence, works planning, works records, photographic records, field surveys, periodic vegetation quality assessments and background contextual information.

The most important components of the report are the Site Description (Section A), Management Zones (Section B) and Works planning (Part App. 7).

The Site Map provides a visual summary of the site and field observations.

A comprehensive set of photographs is held for most sites. These are linked to the site (through the RVRSA Database) and only a small selection appears in the report.

Contact details:

Biodiversity Services Pty Ltd

Postal Address: 116 Tantaus Road, DEREEL, VIC, 3352
Telephone: 53461495 (please leave message if unavailable)
email: bsosrv@netconnect.com.au

Section A: Site Background and Introduction: Sites may contain a number of Management Zones and Waypoints

HasPhotos

Site description:

Site description and background:

The Cressy-Shelford Road is a three-chain road located in the Victoria Volcanic Plain Bioregion. The road formation is located close to the southern boundary, creating a large road reserve on the northern side. The northern roadside predominantly supports Plains Grassland, an EVC considered endangered in the bioregion, and includes a number of rare and threatened plant species.

The total length of the roadside was surveyed by Biodiversity Services during November 2008 as part of the general Colac-Otway roadside assessment. That assessment identified five management zones along the road between the Hamilton Highway and the eastern Shire border (Zones 42782-42786). The roadside had also been previously surveyed during 2000 by Kerryn Godfrey.

Early 2008, upgrade works on the road pavement resulted in considerable damage to several locations on the roadside within the section marked as Zone 42782 during the general roadside survey. The damaged sections were briefly inspected by Biodiversity Services on 9 May 2008 and a full independent assessment of the damage was subsequently conducted by Biosis, who also supervised the initial rehabilitation works. Rehabilitation works included the removal of gravel and other stored materials from the roadside using machinery to scrape the disturbed areas clean. This was followed up by hand spading any gravel or spoil that had been pushed further into the adjoining grassland to ensure that any further damage to the vegetation was minimised.

The Biosis rehabilitation assessment included mapping of 12 individual disturbance areas (areas damaged during the earlier road works) and flagging of rare or threatened species within the proximity of the disturbed areas. The main species flagged was Spiny Rice-flower, with Small Milkwort, Derrinallum Billy Buttons, Arching Flax-lily, Golden Cowslips, Clumping Golden Moths, Pale-flower Crane's-bill, Plains Yam Daisy, and Basalt Sun-orchid also being noted near the disturbed areas.

In 2009, Biodiversity Services was commissioned to conduct a post-rehabilitation flora survey within and surrounding each of the 12 disturbed areas on the roadside. This report outlines the results of the post-rehabilitation survey and includes some data from previous surveys on the roadside.

Survey method:

The survey was conducted on 26 November and 2 December 2009 by Tim D'Ombra and Janet Leversha (Biodiversity Services). As outlined in the project brief, flora species cover/abundance assessments (using a modified Braun-Blanquet scale) were undertaken within each of the 12 disturbed areas and within a 3-4 m buffer of 'undisturbed' grassland surrounding the disturbed areas for comparative purposes. In instances where part of the buffer was particularly weedy because of other disturbance effects (e.g. where it encompassed the table drain), the weedy patches were not included within the buffer assessment. Two of the larger disturbed areas were split into a west and east section to account for observed variations in vegetation cover.

Percentage cover of vegetation, and bare ground, litter and rocks was also estimated within each of the disturbed areas and buffers. In addition, general flora species lists (no cover/abundance) were prepared for a distance of 100 m either end of the disturbed section.

All plant species observed were identified to genus or species level in the field. At the time of survey, the study area was drying out and most of the grasses were mature and seeding. Some late winter / early spring forbs may not have been observed. Specimens were collected for all plants requiring further identification (Flora permit No. 05/02/29/07/08) and the majority of these were able to be assigned to species level.

The disturbed study area covered within the assessment is noted as Zone 41208 in this report. The 12 individual disturbance areas and their buffers are shown as Zones 22371 – 22382 and are mapped and briefly described in Section B. The Waypoints as shown on the zone maps provide a general location only (recorded by GPS with inherent error).

Summary survey results:

Upon inspection of the study area it was immediately obvious that the removal of gravel, spoil and other material 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, both native and introduced species richness was typically higher within the disturbed areas than in the surrounding buffers. However, as the extent of bare ground, bryophytes and litter (combined) was higher on the disturbed areas, the cover of native species was lower than in the surrounding buffers in each case. Weed cover was more variable, and was higher in five of the disturbed areas than in their surrounding buffer. In the remaining areas, weed cover was approximately equal to or lower than that of the buffer. Given the extent of disturbance to these areas, the cover of weeds could have been expected to be higher on the disturbed areas than that observed. Most of the grassland between each of the disturbed areas (including the 3-4 m buffers assessed) is quite dense and will benefit from the planned roadside burn.

Table 1 overleaf summarises the results of the survey, while data from individual disturbed areas and their buffers are

shown in Appendix 3 (waypoints 652416 – 652429, 652486 – 652498). Appendix 3 also provides a combined flora species list for the entire Cressy-Shelford Road site.

The study area (Zone 41208) is notable for the large number of spear-grass and wallaby-grass species present. These exhibit a great degree of variation and many hybrids are suspected to be present, particularly for Common Wallaby-grass. Some curious potential hybrids were also found for Lobed Wallaby-grass and Short Wallaby-grass. The most common spear-grasses present at the time of survey were the Knead Spear-grass, Short-crown Spear-grass, and Spurred Spear-grass series.

It was also pleasing to find a number of rare or threatened species within the disturbed areas that have either survived the disturbance or have recolonised (e.g. Spiny Rice-flower and Hairy Tails). The more open nature of the disturbed areas may have encouraged some of these species which have otherwise struggled within the dense swards of spear-grasses, wallaby-grasses, and Kangaroo Grass typically present in the surrounding grassland. A pair of Brolgas were also noted in the paddock just north of disturbed area 11.

Discussion:

Overall, the disturbed areas are regenerating well and because of the timely rehabilitation works, are unlikely to suffer permanent damage. On the other hand, the greatest threat to the conservation of this important grassland site is the continual encroachment of weeds from the highly disturbed edges of the reserve. It appears that disturbance within a grassland, when surrounded by an intact buffer, is less damaging than when the same disturbance occurs to a weedy boundary.

Two major threatening processes are operating within the study area (and elsewhere on the roadside). The most serious is a deep graded fire control line that has been installed along the northern edge of the reserve by the Golden Plains Shire over each of the last two years. The grading has resulted in a large amount of spoil being pushed up along the fence line and into the reserve. This soil disturbance has stimulated a dense crop of weeds to grow along the edge of the reserve, particularly Wild Oat and Phalaris. The graded control line also deviates from the fence in some sections, further reducing the effective width of the grassland reserve.

The second threatening process is the practice of blanket spraying the roadside verges. This has resulted in spray drift into the roadside grassland reserve and the loss of grassland integrity in several areas. Over time, continual herbicide spraying can also lead to further weed dominance which poses an additional threat to the adjoining grassland. It is recommended that the verges of the Cressy – Shelford Road be slashed rather than sprayed to minimise the development of even more serious spray-tolerant weeds.

As a result of these management practices, the buffers to some of the 12 disturbed areas assessed in this study were considerably degraded where they approached the fence line and the road verge. However, the assessment of the buffers focussed on the more intact patches so as to provide a better comparison and reference for the disturbed areas. The results of the assessment can provide a guide for the rehabilitation and ongoing monitoring of the study area.

Recommendations:

On the basis of this survey, active revegetation of the 12 disturbed areas is not recommended. Sites 10, 11 and 12 are currently sparse, but natural regeneration is occurring so well that the sites could be left for another year or two before remediation measures are attempted. The planned burn will only improve the situation and promote further regeneration. Regular burning over the next few years may also reduce the cover of some pasture grasses such as the Wild Oat.

Greater improvement of the integrity of the reserve could be gained by changing the current management practices of spraying the road verge and grading a fire control line. Reverting to slashing the road verge for traffic safety will reduce the risk of high threat weeds invading the adjoining grassland.

Ceasing the practice of deeply grading a fire control line along the fence line would provide the single greatest benefit to the native grassland on this roadside. If this is not seen as a viable option, then the spoil should be removed and not pushed onto the fence line nor into the adjoining grassland. It is the loose disturbed material from grading that harbours and promotes the growth of weeds. These weeds usually pose a much higher fire risk than the native grassland on the rest of the road reserve. As the only purpose of the control line is to provide a convenient edge to burn to (it is not a 'fire break' to prevent wildfire), it should never be established unless a fuel reduction / ecological burn is immanent.

Careful spot-spraying within the disturbed areas and at the edges of the reserve to target Cocksfoot, Phalaris and other invasive perennial grasses and herbaceous weeds, coupled with regular burning to combat annual pasture grasses such as Wild Oat, will help reduce the impact of past unsuitable management practices.

| | |
|---|--|
| Assessor(s): | Tim D'Ombra & Janet Leversha |
| Fencing condition: | Site is unfenced but signposted |
| Relevant catchment management plan: | Corangamite RCS and Leigh Catchment Strategy |
| Relevant vegetation/biodiversity management plan: | Corangamite Native Vegetation Plan |

Cressy Shelford Road Quadrat Summary November-December 2009

| Site # | No. Native Species | | No. Introd. Species | | % Native cover (est.) | | % Introd. Cover (est.) | | % Bare ground, litter, bryophytes | | % Rock | |
|---------------------|--------------------|--------|---------------------|--------|-----------------------|--------|------------------------|--------|-----------------------------------|--------|-----------|--------|
| | Disturbed | Buffer | Disturbed | Buffer | Disturbed | Buffer | Disturbed | Buffer | Disturbed | Buffer | Disturbed | Buffer |
| 1 | 17 | 17 | 19 | 19 | 30 | 80 | 30 | 10 | 40 | 10 | 0 | 0 |
| 2 | 30 | 20 | 13 | 8 | 40 | 60 | 30 | 30 | 30 | 10 | 0 | 0 |
| 3 | 23 | 24 | 7 | 7 | 50 | 55 | 10 | 35 | 40 | 10 | 0 | 0 |
| 4 | 23 | 19 | 16 | 18 | 30 | 65 | 20 | 30 | 50 | 5 | 0 | 0 |
| 5W | 18 | 16 | 17 | 12 | 20 | 87 | 40 | 10 | 40 | 3 | 0 | 0 |
| 5E | 11 | N/A | 7 | N/A | 65 | N/A | 20 | N/A | 15 | N/A | 0 | N/A |
| 6 | 35 | 14 | 16 | 13 | 40 | 40 | 25 | 55 | 35 | 5 | 0 | 0 |
| 7 | 34 | 26 | 19 | 18 | 50 | 50 | 15 | 45 | 35 | 5 | 0 | 0 |
| 8 | 20 | 22 | 11 | 7 | 35 | 60 | 15 | 10 | 50 | 30 | 0 | 0 |
| 9 | 13 | 18 | 18 | 14 | 20 | 63 | 40 | 30 | 35 | 5 | 5 | 2 |
| 10 | 24 | 18 | 6 | 6 | 35 | 75 | 5 | 15 | 60 | 10 | 0 | 0 |
| 11 | 7 | 13 | 6 | 4 | 25 | 88 | 5 | 10 | 70 | 2 | 0 | 0 |
| 12 | 21 | 17 | 12 | 3 | 25 | 86 | 5 | 2 | 70 | 10 | 0 | 2 |
| 100m west | 27 | | 22 | | | | | | | | | |
| 100m east | 15 | | 5 | | | | | | | | | |
| total species count | 74 | | 48 | | | | | | | | | |

Colac Otway Shire

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Contract Q1017

ATTACHMENT 3



Cressy-Shelford Road Grassland Rehabilitation Plan

QUOTATION NO. Q 1017

SECTION D

TASK BRIEF

Colac Otway Shire Council
2-6 Rae Street
COLAC VIC 3250
Tel. (03) 5232 9400

PROJECT INFORMATION

1.01 PROJECT DESCRIPTION

The scope of the project is to develop a comprehensive management plan to direct actions for the restorations and further enhancement of the native grasslands located along the Cressy-Shelford Roadside reserve. The roadside reserve is approximately 13.9 km long and 45 metres wide. It is located on the north side of Cressy-Shelford Road and extends from the Hamilton Highway in the west through to the Colac Otway Shire boundary in the east (Annex A).

The management plan will need to address the roadside reserve as a whole, with particular attention paid to those areas that were previous disturbed (Annex B).

The quotation is a lump sum quote and is to include all costs associated with site visits and literature review to determine an appropriate:

- Weed Management Program including:
 - target species;
 - control times; and
 - appropriate control techniques.
- Revegetation Management Program including:
 - seed collection sites, techniques, timing, target species;
 - treatment techniques to prepare sites for revegetation; and
 - maintenance techniques to enhance revegetated areas.
- Fire Management Program including:
 - site preparation (fuel breaks);
 - appropriate timing for the burn; and
 - recommended works methods for burn crews.
- Monitoring and Reporting Program to:
 - assess the successfulness of on ground rehabilitation works, to reach a partial rehabilitation of the disturbed sites;
 - develop an appropriate reporting methodology, template and schedule for the reporting program.
- Road Maintenance Practices including:
 - identified road maintenance area (e.g. Annex C. Councils existing Roadside Vegetation Control Envelope); and
 - appropriate machine and works methods (e.g. drainage maintenance).
- General Recommendations for the roadside reserve:
 - fauna Management; and
 - site Management (fencing, signage etc.).

1.02 SPECIAL PROJECT REQUIREMENTS

Special requirements:

- Safe Work Methods Statement (SWMS) and Job Safety Analysis (JSA) particularly relating to any physical or onsite visits need to be provided following the successful awarding of the contract;
- A copy of current liability insurance to the value of \$10 million dollars with the Colac Otway Shire named as an interested party and professional indemnity insurance to the value of \$2 million dollars.

1.03 PROJECT TIMEFRAMES

The development of the management plan is to be completed within three (3) months after the award of the contract. The successful consultant will need to provide commencement and duration dates for the following milestones for consideration by Council.

- Inception Meeting;
- Template Developed;
- First Draft;
- Second Draft; and
- Final Draft.

1.04 PAYMENT

The quotation is to be for a lump sum project price including GST. Progress payments will be made in line with the Project Timeframes stated below, upon submission of a Tax Invoice:

- Inception Meeting (5%);
- Template Developed (5%);

Colac Otway Shire

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Contract Q1017

First Draft (10%);
Second Draft (20%);
Final Draft (30%);
Endorsement and approval of plan DEWHA, DSE and Council (30%)

1.05 PRINTING

The management plan will be prepared on A4 sheets in portrait mode. Any site maps should be in appropriate A1, A3 or A4 landscape format. The management plan shall be provided in electronic formats compatible with Microsoft Word 97 and PDF as appropriate. Site maps shall be provided in electronic formats compatible with both MAPInfo (.tab) formats and PDF as appropriate. Bound reports should, unless directed otherwise, be printed in colour on both sides of the page.

The consultant shall submit copies of the following:-

- | | |
|-------------------|---|
| (a) Draft One (1) | 1 hard copy (Black and White), 1 electronic |
| (b) Draft Two (2) | 1 hard copy (Colour), 1 electronic |
| (c) Final Draft | 8 bound copies (Colour), 1 electronic |

Colac Otway Shire

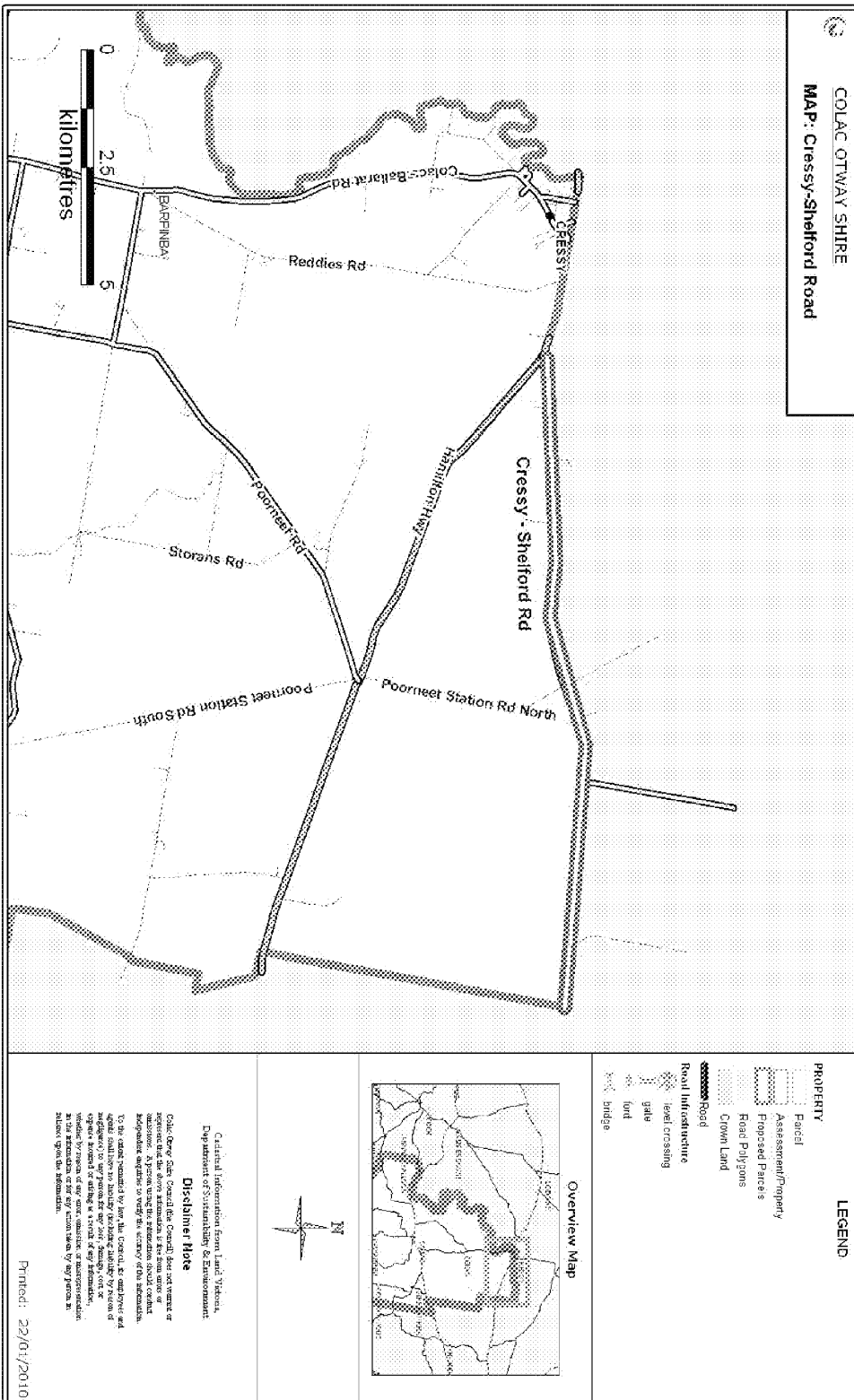
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Annexe A Locality Plan

List of General Attachments



Colac Otway Shire

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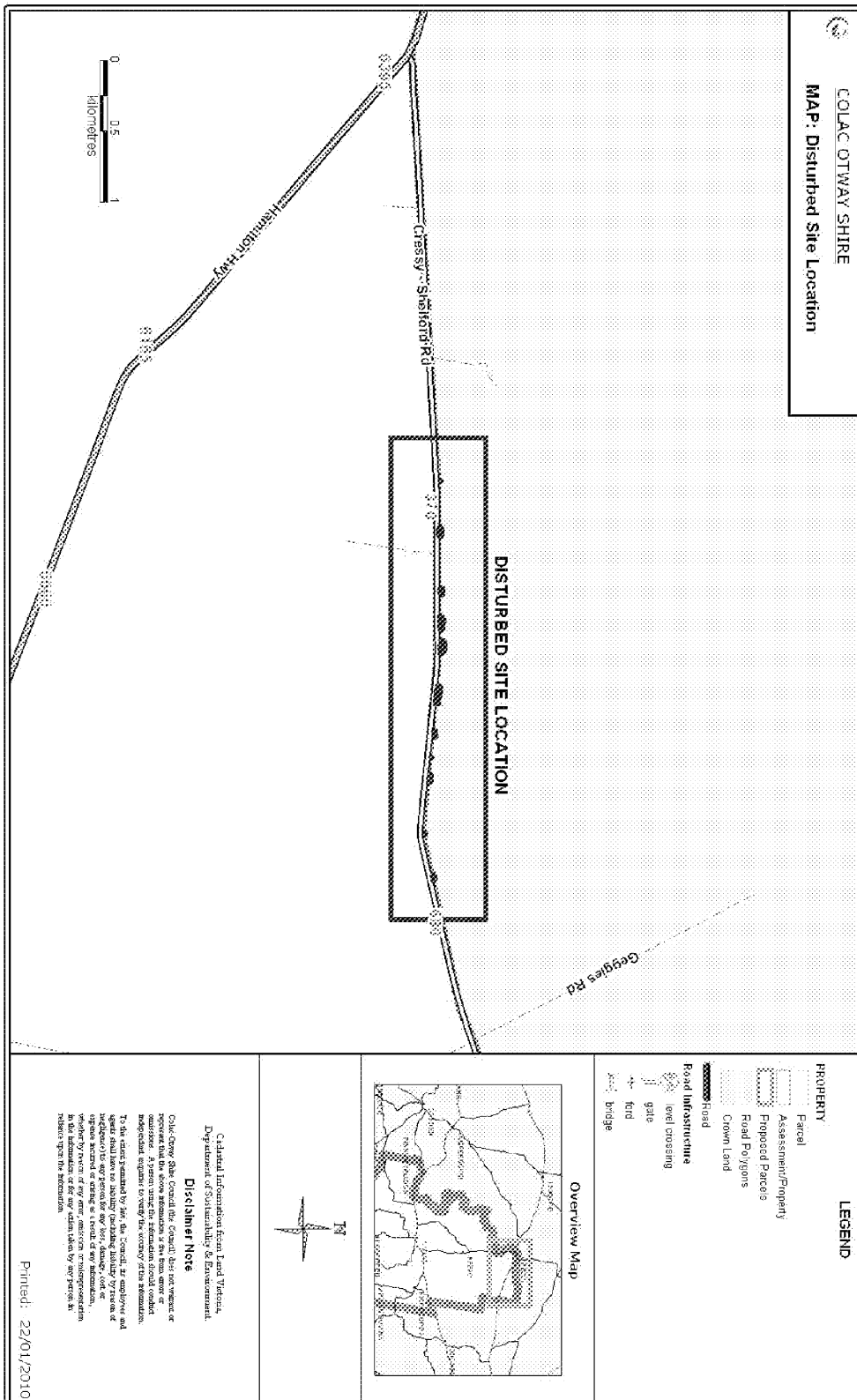
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Colac Otway Shire

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Annexe B Disturbed Sites



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Colac Otway Shire

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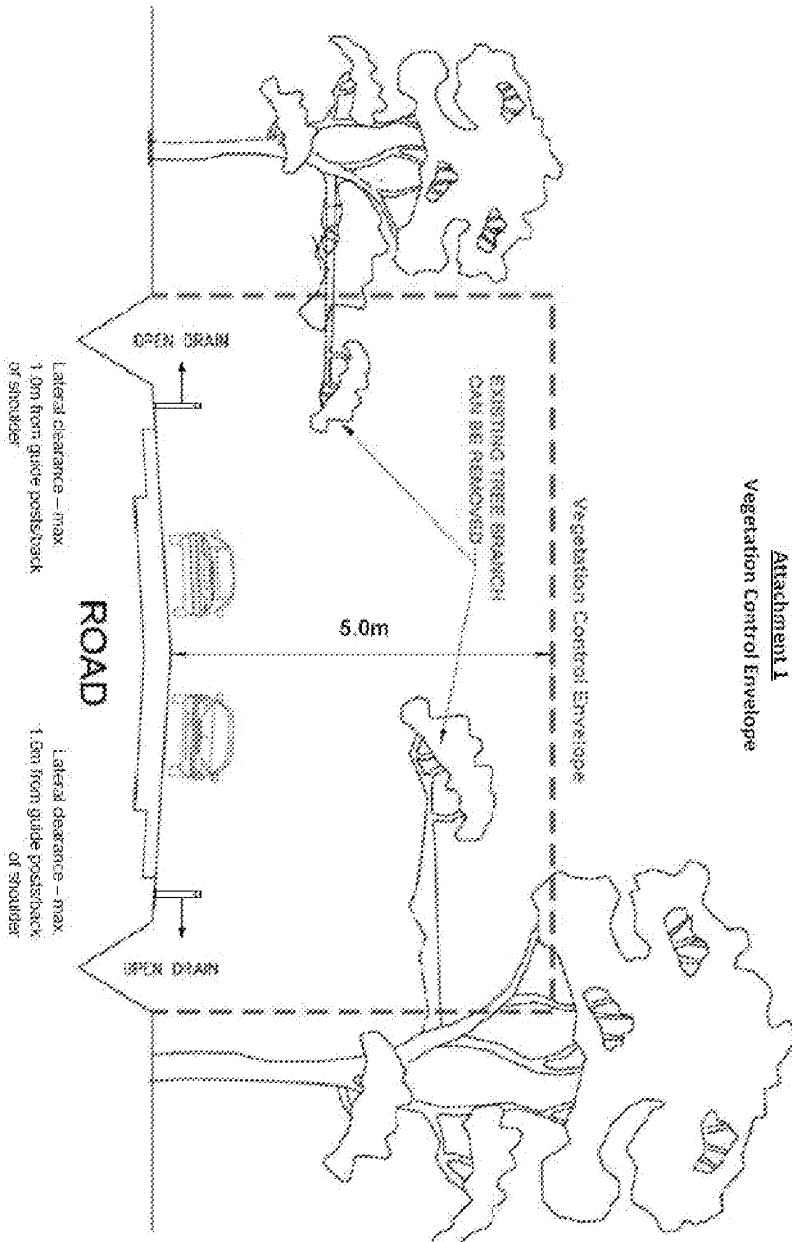
Colac Otway Shire

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Annexe C

Road Maintenance Area



Attachment 1
Vegetation Control Envelope



Memo

To: Neil Allen, General Manager Infrastructure and Services

From: Travis Riches, Infrastructure Environment Officer

Cc: Rob Small, Chief Executive Officer
Colin Hayman, General Manager Corporate and Community Services
Jack Green, General Manager Sustainable Planning and Development
Paula Gardiner, Manager Capital Works
Adam Lehmann, Manager Sustainable Assets
Greg Anderton, Manager Cosworks
Stewart Anderson, Manager Environment and Community Safety

Date: 19 April 2010

Subject: **Environmental Assessment and Protection Process**

Our Ref: GEN00127 – Policy & Plans (References)

Purpose

The purpose of this Memo is to seek the Executive Management Team's endorsement for the processes for identifying and managing environmental risks associated with the delivery of Council's Capital Works and Maintenance Programs.

Background

As part of the Cressy-Shelford Road agreements, Council committed to improving its internal procedures to ensure that environmental assets are protected from potential damage during the implementation of onsite construction works.

Historically, the responsibilities for identifying and protecting environmental assets during the development of a project have rested with the Project Manager, who may or may not have had the necessary skills or knowledge to undertake a satisfactory environmental assessment.

Early in 2009 an internal Project Development process was developed by the Infrastructure and Services Department to ensure a consistent approach was followed during the pre-planning stages for projects included on the Capital Works Program. This process utilises a referral step, to both internal and external stakeholders, to ensure that all relevant issues specific to a particular project are identified and responded to. This referral stage also allows for the determination of any necessary permits or other statutory obligations.

Separate to this, Council's Organisational System and Process Review Steering Committee (OSPRSC), with assistance from Ross Goyne, are currently developing a holistic approach to project management. This system will eventually provide a consistent process for managing projects from inception and budgeting through to delivery and reporting. The OSPRSC have been focusing on the inception and budgeting stages of the Project System and will move to later stages (e.g. Project Development) in the near future. It is envisioned that the existing Project Development process will be incorporated into the Project System in the future.



To: Executive Team

With the appointment of an Infrastructure Environment Officer (IEO), the Project Development process has been revised. This is to ensure the relevant comments and assessments made in relation to Capital Works Projects and COSWorks Maintenance Programs are incorporated into the projects. It was also important to formalise the process to be followed in the delivery stages of a project (Project Delivery), specifically approving Environment Management Plans (EMP) and Environment Impact Assessments (EIA) prior to the commencement of works.

Over the last six months interim Project Development and Project Delivery processes have been implemented in order to evaluate works undertaken by both COSworks and external contractors. As these processes are relatively new various improvements have been made as a result of their practical application over this short period.

Discussion

Two distinct processes, Project Development and Project Delivery, have now been developed to manage the environmental risks associated with the works undertaken by the Infrastructure and Services Department.

At present, due to short term planning cycles, the Project Development process follows the funding of a project in Council's budget. As part of the investigation or pre-planning stage, the IEO completes an Environmental Asset Assessment (EAA). An EAA includes the following information:

- A list of environmental values or assets (e.g. threatened species) that are located at, or immediately adjacent, the work site;
- The ecological significance of the asset and their legislative protections;
- External referral agencies that should be engaged (e.g. DSE, CCMA); and
- Issues that should be addressed in the Environmental Impact Assessment (EIA).

In essence the EAA will flag any environmental issues for the Project Manager to consider, in consultation with the IEO. However, it is important to note that the recommendations made by the IEO are based on the information contained in the Budget Request, highlighting the importance of having sufficient and accurate information contained in this document.

Identifying environmental issues early on in the project allows the Project Manager to consider possible impacts, and preventative measures, throughout the project's development. The IEO will be required to provide ongoing advice to the Project Manager on environmental issues and assist in the preparation of necessary documents or permit applications (e.g. Flora and Fauna Guarantee Act Permits).

Once the draft designs for a project have been developed they are reviewed by the Project Review Group. As the IEO is a member of this group there is opportunity to ensure that environmental considerations have been addressed adequately. If so, then the project is endorsed by the Project Review Group, the Project Development phase is complete, and the project moves through to the Delivery Process.

The Project Delivery stage commences either with the handover of a project direct to COSWorks or the process of procuring external contractors (e.g. tendering quotations). Information from the EAA is included as part of the quote or tender



To: Executive Team

documents for the contractor to consider when determining a price for the works. As part of Council's contract system, contractors may be requested to submit the following documents depending on the scope of the works:

- Environmental Management Plan;
- Environmental Impact Assessments;
- Site specific Environmental Risk Management Plan (including maps);
- Safe Work Method/Job Safety Analysis; and
- Traffic Management Plan.

In partnership with the Project Manager and the Contracts Coordinator, the IEO reviews these documents to determine if the contractor has addressed all environmental considerations related to the work site. If not, then Council will contact the contractor to highlight any deficiencies and request document be revised and resubmitted. When approved, onsite visits of very high and high conservation sites is undertaken between Council and the contractor.

Works are then routinely audited by the IEO and the Environmental Planner (EP) to ensure that the agreed works methods are observed. If an issue is identified, the flowchart provides a process for escalating any issues to the Project Manager or the Project Sponsor (e.g. General Manager), if necessary.

This process has now been mapped, flowcharted and trialed for the last six months. The processes attached identify environmental assets present, assess impacts of the proposed works method, and seek endorsement from the IEO and the EP prior to works commencing. As with all works processes, these will with be subject to ongoing and regular review, to ensure that they are meeting the environment objectives of Council.

No major problems have been encountered and it is recommended that the process be formally adopted and formalised as Council's environmental assessment and protection policy and procedure.

Recommendation

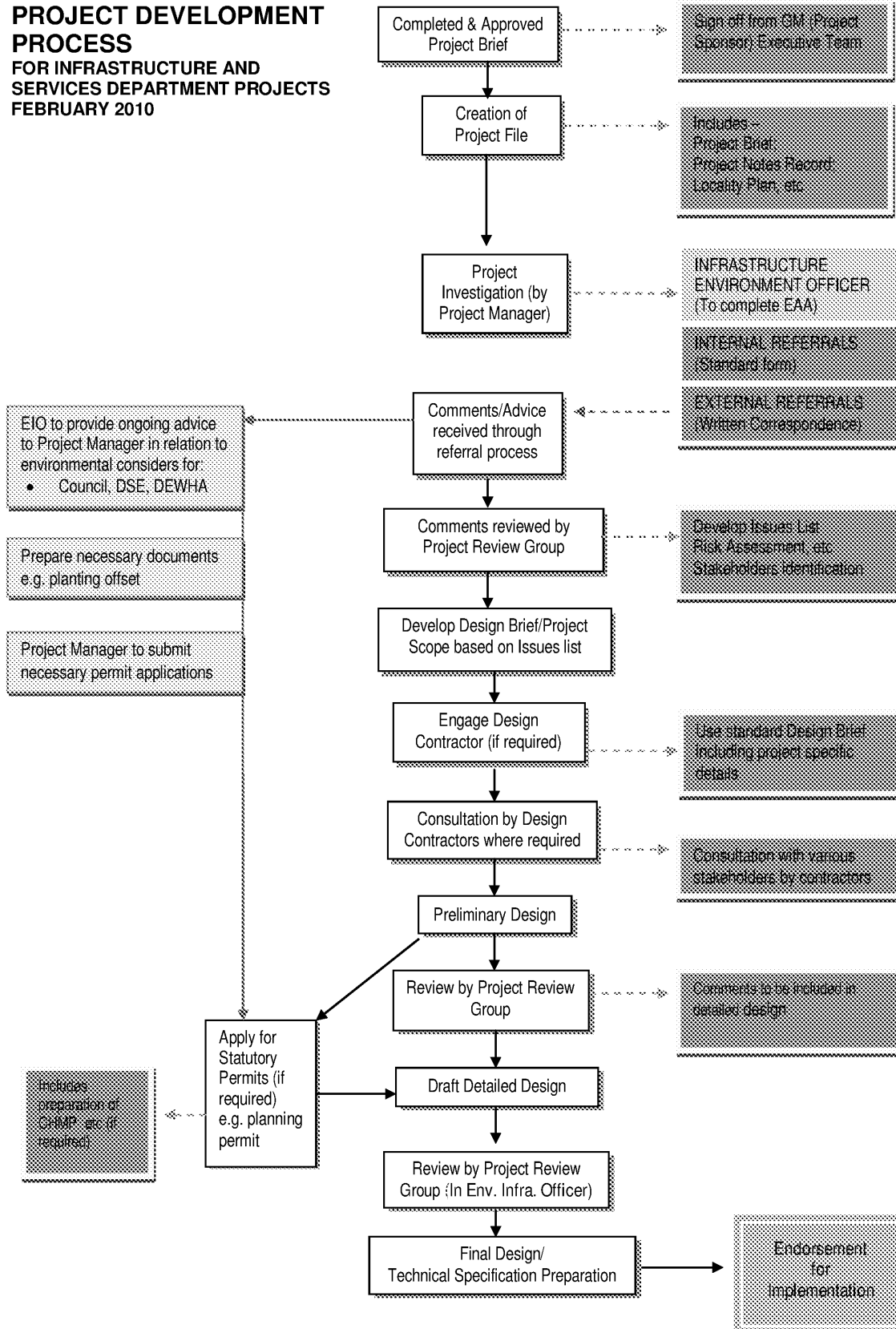
That the Executive Management Team endorse the environment assessment processes attached.

Attachments

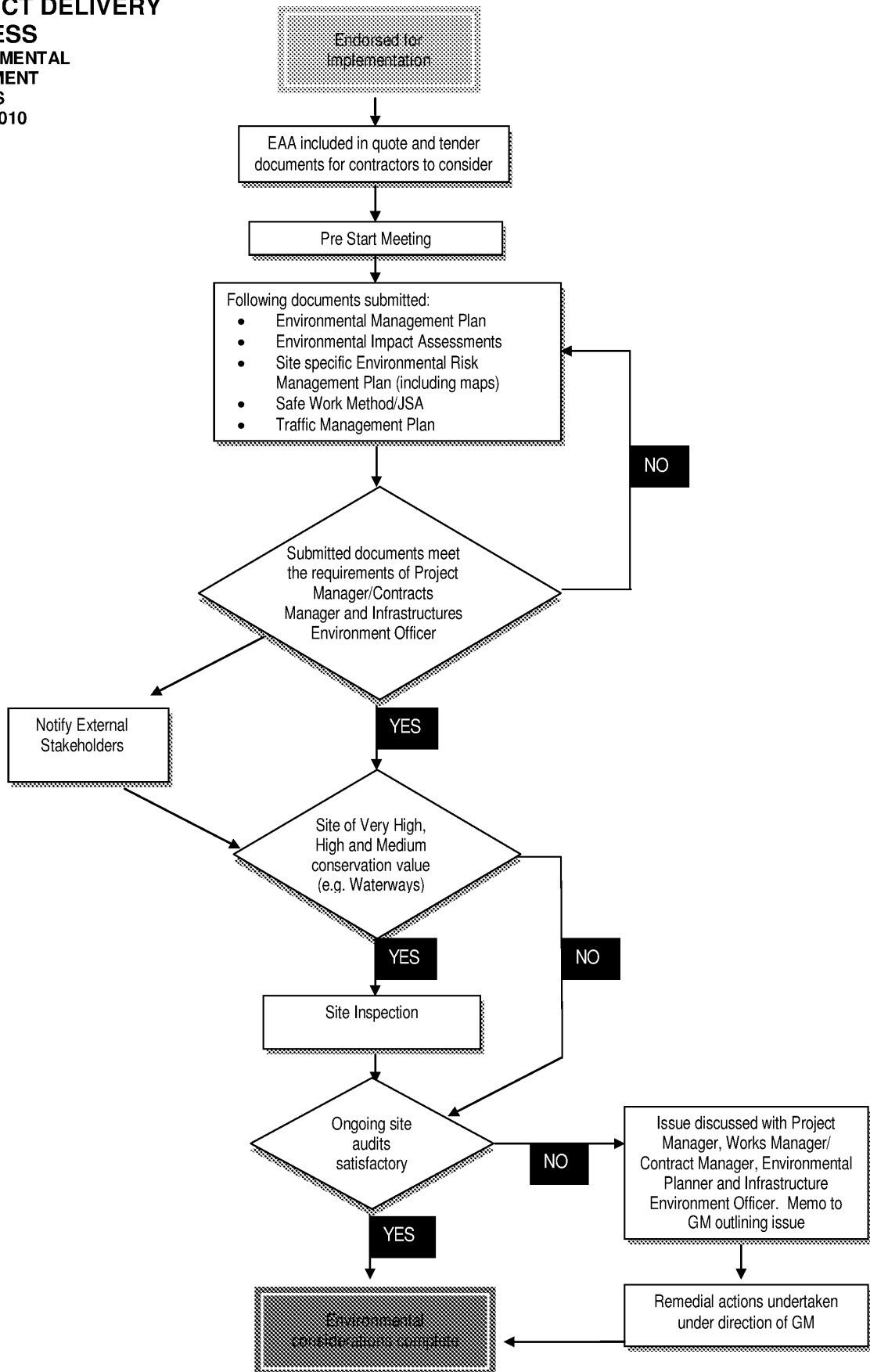
1. Project Development Process
2. Project Delivery Process
3. Environmental Asset Assessment (EAA)
4. Environment Impact Assessment (EIA)

Travis Riches
Infrastructure Environment Officer

**PROJECT DEVELOPMENT
 PROCESS
 FOR INFRASTRUCTURE AND
 SERVICES DEPARTMENT PROJECTS
 FEBRUARY 2010**



**PROJECT DELIVERY
 PROCESS**
 ENVIRONMENTAL
 ASSESSMENT
 PROCESS
 MARCH 2010



ENVIRONMENTAL IMPACT ASSESSMENT FOR ROADSIDE WORKS

| | |
|----------------------------|-------------------------------|
| Proposed Works | |
| Location of Works | Map Ref |
| Priority Conservation Area | Vegetation Protection Overlay |
| Reasons for Proposed Works | |
| Proposed Starting Date | |
| Completed by | Date |

Specific Impacts During Site Works - Refer to Roadside Vegetation Management Plan

| Erosion Control | Compliance |
|---|-------------------|
| | |
| | |
| | |
| Stormwater Run Off / Drains | |
| | |
| | |
| | |
| Dust | |
| | |
| | |
| | |
| Native Vegetation Removal - Trimming | |
| | |
| | |
| | |
| Priority Weeds on Site | |
| | |
| | |
| | |
| Machinery Work Methods | |
| | |
| | |
| | |
| Revegetation of Site Required | |
| | |
| | |
| | |
| Machinery Management | |
| | |
| | |
| | |
| Burden Disposal | |
| | |
| | |
| | |
| | |
| Works Compliance Check | |
| Name | Title |
| Signed | Date |
| | |

ENVIRONMENTAL ASSET ASSESSMENT (EAA)

INFRASTRUCTURE ENVIRONMENT OFFICER

Location of works
Proposed Works

Preliminary Assessment

| | | | | | |
|--|------------------------|------|--------|-----|-----------|
| Roadside Conservation Status of works area | Very High | High | Medium | Low | No Mapped |
| | Details of assessment: | | | | |

| Bioregion No. | Bioregion Name | EVC Number | EVC Name | EVC Status |
|---------------|----------------|------------|----------|------------|
| 0 | | 0 | | #N/A |
| 0 | | 0 | | #N/A |
| 0 | | 0 | | #N/A |

| Protected flora recorded on or nearby the site? | Species ID | Common Name | Scientific Name | FFG | EPBC | VROTS |
|---|------------|-------------|-----------------|-----|------|-------|
| Will these species be impacted? | | | | | | |

| Protected fauna recorded on or nearby the site? | Species ID | Common Name | Scientific Name | FFG | EPBC | VROTS |
|---|------------|-------------|-----------------|-----|------|-------|
| Will these species be impacted? | | | | | | |

Any known waterways/wetlands on or adjacent the site? Details:

Any known noxious or environmental weed infestations on site? Details:

EXTERNAL REFERRALS

| DSE | RESPONSIBLE OFFICER | COMMENTS |
|-------|---------------------|----------|
| CCMA | | |
| DEWHA | | |
| Other | | |

Environmental Impact Assessment Requirements

Are further site inspections required?

Additional comments:

| | | | |
|------|--|-------|------------|
| Name | Position: INFRASTRUCTURE ENVIRONMENT OFFICER | Date: | Signature: |
|------|--|-------|------------|

DEPARTMENT OF
 PRIMARY INDUSTRIES

Building the Capacity of Local Government to Respond to Pests

PROJECT APPLICATION

2008/09 Project Proposal to build partnerships and provide funding for on-ground invasive pest plants and established pest animal control works and capacity-building activities.

1. Project Title

Vegetation (GBM) Mapping Software

2. Applicant Details

| | |
|--|--|
| Applicant:
<i>(municipal council)</i> | Colac Otway Shire Council |
| ABN: | 32430819755 |
| Project Contact: | Travis Riches |
| Phone: | (03) 5232 9512 |
| Fax: | (03) 5232 1046 |
| E-mail: | travis.riches@colacotway.vic.gov.au |
| Postal Address: | PO BOX 283 |
| Location: | Colac Victoria 3250 |
| Start and completion dates: | START: 18/ 2 /09 COMPLETE: 30/ 5/ 09 |

This project needs to be completed by 30 May 2009. A project report will be required by this date (A Project Completion Report Template has been provided to simplify reporting).



DEPARTMENT OF
PRIMARY INDUSTRIES

3. Project Description

1. On-Ground Works (Describe species/control techniques with roadsides (kms))
This project has no on ground work components but will have significant implications for the management of declared pest species.

2. Capacity Building (see guidelines and Tackling Weeds on Public Land Success Stories)

GBM MAPPING SOFTWARE

BACKGROUND

The Colac Otway Shire Council recognises the significance of roadside vegetation. It is important for habitat values as native corridors for fauna movement, preservation of local landscape character and conservation of threatened and endangered species (especially grassland species). The linear nature of these reserves and their proximity to moving vehicles makes them extremely vulnerable to new and severe weed infestations.

To identify and protect these reserves the Colac Otway Shire Council has engaged a local consultancy, Ballarat Biodiversity Services Pty. Ltd. (BBS), to undertake roadside vegetation surveys. Using the Roadside Conservation Advisory Committee (RCAC) method, BBS has assessed a range of features including the reserves:

- width;
- habitat values;
- regeneration capacity;
- wildlife corridor value;
- vegetation condition;
- rare species presence; and
- weed species and cover.

A number of rare and endangered species have been identified (e.g. Spiny Rice-flower *Pimelea spinescens* subsp. *spinescens*) as well as new weed infestations (e.g. Serrated Tussock *Nassella trichotoma*).

Currently, Microsoft Access and MAPInfo are used to store and access the database. This format is difficult to interpret and manipulate.

This database is utilised when a road is identified for works (e.g. grading, weed control). The process for identifying the conservation value is as follows:

- MAPInfo and the Roadside Conservation Status layer is opened;
- The specific road is located;
- The segment(s) where the works are planned is selected and the identification number(s) recorded;
- MAPInfo is minimised and Microsoft Access is opened;
- The road is located and the segment ID searched for; and
- The segment is located and the information retrieved (e.g. species list).

A roadside is treated as a whole when undertaking works and all the information on all of the segments needs to be retrieved. This requires the user to constantly jump back and forth between these two programs, recording segment identification numbers and then recalling the data from species information from Microsoft Access. This process is both time consuming and is open to user errors.

DISCUSSION

Software developers have been approached to discuss improvements that can be made to this system. After explaining what is required from the Local Government perspective, they have proposed the purchasing and development of GBM Office and GBM Mobile Software. GBM Office and Mobile are off the shelf products that combine mapping features with advanced



DEPARTMENT OF
PRIMARY INDUSTRIES

database connectivity and custom reporting.

The Microsoft Access data can be transferred into the GBM Software, which will enable the data to be accessed in MAPInfo. In basic terms this will allow for the user to access information on native vegetation and weed infestations by simply clicking on the roadside segment or point in question. Land parcels (e.g. Crown Land managed by Council) can also be incorporated into this software and be integrated like a roadside.

The powers of this software are not limited to this operation. Further information can be saved in the data base and accessed through MAPInfo, including:

- Previous works - spraying information (species targeted, chemical used, climactic information etc.) slashing etc;
- Future works - roadside listed for spraying this year;
- Photographs - track the success of weed control works over a period e.g. spraying, burning etc;
- Management plans in any format (PDF, Word etc.); and
- Searching tools to identify the location of specific species (both indigenous and weeds). This will help in allocated resources using the asset protections and threats model.

In addition, this information can be transferred to the Council current handheld NOMAD unit, through GBM Mobile, allowing this information to be mobile. Through the NOMAD, GPS points and photographs can be taken of spraying works and new infestations. This can then be taken back and updated in the original database.

A system of this nature would increase its user friendliness allowing detailed information to be incorporated in all works, specifically weed control. By controlling emergent weed infestation and protecting those roads with significant native vegetation, the Colac Otway Shire will ensure that its environmental, social and economic values will protected and enhanced into the future.

PARTNERSHIP

The Colac Otway Shire Council is not the only Council who has engaged BBS to undertake roadside vegetation surveys. Corangamite Shire Council, Pyrenees Shire Council and Ballarat City Council have also engaged this consultant.

This application has been discussed with these Councils and they have agreed that the new system would provide substantial improvements for the management of roadside vegetation, specifically rare species and weed infestations.

They have supported the plan for the Colac Otway Shire to submit a single application on their behalf, highlighting that all Councils involved with the project will receive the new database programs populated with the data extracted from their existing BBS database.

The advantage of this partnership is that only a single copy of the software needs to be purchased and developed, as all Councils have the data in the same format and similar applications. It is important to note that there are a number of other Councils in South West Victoria who will be interested in the outcomes of this project, as they have employed BBS Pty. Ltd., even though they are not in this partnership.



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| | |
|--|---|
| <p>3. Project Evaluation
 Describe briefly, how you will demonstrate:</p> <ul style="list-style-type: none"> • What difference the project made? • What lessons were learned from the project? • How evaluation information will be collected? | |
| Project Evaluation | GBM MAPPING SOFTWARE |
| a) | The significant improvements made from this program will be demonstrated in the number of users being able to access vegetation information. From a strategic resource allocation and works perspective, it will improve the process of identifying priority sites for works and protection. |
| b) | Obstacles identified through this project be recorded and considered in similar future projects. This information will be recorded along with future recommendations, in the Project Completion Final Performance Report. |
| c) | All facets of the project will be examined, from achieving project objectives through to how the project integrated with community activities, as part of the Completion Report. The key evaluation tool will be the number of uptake by other Local Governments. The uptake will be monitored and reported on after the project is complete. |



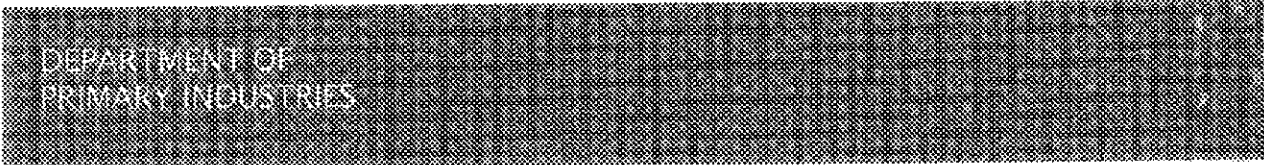
DEPARTMENT OF
PRIMARY INDUSTRIES

4. Project Milestones - Mapping Interpretation Software

| Milestones | Date | Expected Outputs
(actions to be completed) | Expected Outcomes
(as a result of undertaking
Output in previous column) |
|---|---------|--|--|
| 1. Submit BCLGRP grant application. | 13/2/09 | | |
| 2. Notified of successful application | 1/3/09 | | |
| 4. Project Scoping | 15/3/09 | Meeting with Councils to clarify the outputs of the project. | Councils understand what is required and what will be produced. |
| 3. Consultant engaged to undertake GBM software development | 22/3/09 | Discuss project details | Consultant understands what is required and begins work. |
| 5. Software Trials | 23/4/09 | Software trialled and evaluated by all Councils. | Suggested changes and improvements implemented by software developer. |
| 6. GBM software delivered to the Colac Otway Shire. | 1/5/09 | GBM software implemented and staff training completed. | More efficient and effective data interpretation system for the Shire |
| 7. Undertake project evaluation and complete required documents | 15/5/09 | Project report produced. | Project report produced. |
| 8. Submit completion report to DPI along with final invoice | 30/5/09 | Completion report signed off by DPI and Colac Otway Shire. | Final funds be sent to the Colac Otway Shire. |



Future Farming Initiative | Building the Capacity of Local Government to Respond to Pests
'Roadsides Pest Management Grant Program' Project Application V021008



5. Investment Summary

Describe how your project will allocate its resources:

| 2008 - 2009 | Local Govt. cash contribution (\$,000s) | Local Govt. in-kind contribution (\$,000s) | Partner in-kind contribution (\$,000s) | DPI Grant amount requested (\$,000s) | Total Project Cost (\$,000s) |
|---------------------------|---|--|--|--------------------------------------|------------------------------|
| Human Resources | | | | | |
| Salaries/Wages | | 4800 | | | 4800 |
| On-costs | | | | | |
| In kind labour | | | | | |
| Contractors | | | | 50000 | 50000 |
| Other employment costs | | | | | |
| Material Resources | | | | | |
| Travel | | | | | |
| Equipment hire | | | | | |
| Other operating costs | | | | | |
| Materials | | | | | |
| Training | 4000 | | | | 4000 |
| Totals | 4000 | 4800 | | 50000 | 58800 |

6. Declaration

I (name of CEO) Jack David Carr, on behalf of the organisation

known as Green Energy Services

hereby confirm that the information above is correct.

Signed: [Signature]

Date: 16 February 2009 Contact Number: (02)

Email address: jack.david.carr@greenenergyservices.com.au

For further assistance to complete the application form contact your local DPI representative (refer to DPI contact list).

Please send completed application form to DPI Contact:





5. Investment Summary

Describe how your project will allocate its resources:

| 2008 - 2009 | Local Govt. cash contribution (\$,000s) | Local Govt. in-kind contribution (\$,000s) | Partner in-kind contribution (\$,000s) | DPI Grant amount requested (\$,000s) | Total Project Cost (\$,000s) |
|---------------------------|---|--|--|--------------------------------------|------------------------------|
| Human Resources | | | | | |
| Salaries/Wages | | 4800 | | | 4800 |
| On-costs | | | | | |
| In kind labour | | | | | |
| Contractors | | | | 50000 | 50000 |
| Other employment costs | | | | | |
| Material Resources | | | | | |
| Travel | | | | | |
| Equipment hire | | | | | |
| Other operating costs | | | | | |
| Materials | | | | | |
| Training | 4000 | | | | 4000 |
| Totals | 4000 | 4800 | | 50000 | 58800 |

6. Declaration

I (name of CEO) Anthony Schinck, on behalf of the organisation
known as City of Ballarat

hereby confirm that the information above is correct.

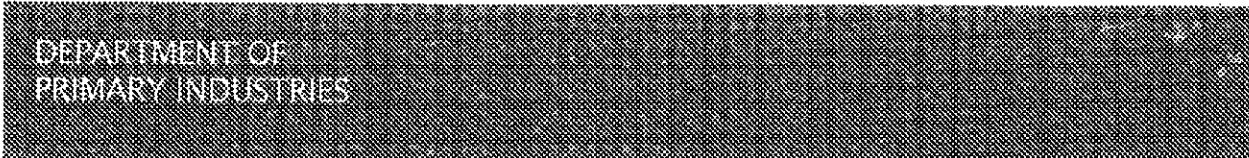
Signed: [Signature]
Date: 12/12/2009 Contact Number: _____
Email address: _____

For further assistance to complete the application form contact your local DPI representative (refer to DPI contact list).

Please send completed application form to DPI Contact:



Future Farming Initiative | Building the Capacity of Local Government to Respond to Pests
'Roadsides Pest Management Grant Program' Project Application V021008



5. Investment Summary

Describe how your project will allocate its resources:

| 2008 - 2009 | Local Govt. cash contribution (\$,000s) | Local Govt. in-kind contribution (\$,000s) | Partner in-kind contribution (\$,000s) | DPI Grant amount requested (\$,000s) | Total Project Cost (\$,000s) |
|---------------------------|---|--|--|--------------------------------------|------------------------------|
| Human Resources | | | | | |
| Salaries/Wages | | 4800 | | | 4800 |
| On-costs | | | | | |
| In kind labour | | | | | |
| Contractors | | | | 50000 | 50000 |
| Other employment costs | | | | | |
| Material Resources | | | | | |
| Travel | | | | | |
| Equipment hire | | | | | |
| Other operating costs | | | | | |
| Materials | | | | | |
| Training | 4000 | | | | 4000 |
| Totals | 4000 | 4800 | | 50000 | 58800 |

6. Declaration

I (name of CEO) Paul Younis, on behalf of the organisation

known as Coxangamite Shire Council

hereby confirm that the information above is correct.

Signed: [Signature]
 Date: 4/16/2/09 Contact Number: 03
 Email address: _____

For further assistance to complete the application form contact your local DPI representative (refer to DPI contact list).

Please send completed application form to DPI Contact:



Future Farming Initiative | Building the Capacity of Local Government to Respond to Pests
'Roadsides Pest Management Grant Program' Project Application V021008

DEPARTMENT OF
PRIMARY INDUSTRIES

5. Investment Summary

Describe how your project will allocate its resources:

| 2008-2009 | Local Govt
cash
contribution
(\$,000s) | Local Govt
in kind
contribution
(\$,000s) | Partner
in kind
contribution
(\$,000s) | DPI Grant
amount
requested
(\$,000s) | Total
Project
Cost
(\$,000s) |
|------------------------|---|--|---|---|---------------------------------------|
| Human Resources: | | | | | |
| Salaries/Wages | | 4800 | | | 4800 |
| On-costs | | | | | |
| In kind labour | | | | | |
| Contractors | | | | 50000 | 50000 |
| Other employment costs | | | | | |
| Material Resources: | | | | | |
| Travel | | | | | |
| Equipment hire | | | | | |
| Other operating costs | | | | | |
| Materials | | | | | |
| Training | 4000 | | | | 4000 |
| Totals | 4000 | 4800 | | 50000 | 58800 |

6. Declaration

I (name of CEO) STEPHEN COENIGM, on behalf of the organisation

known as PYRENEES SHIRE

hereby confirm that the information above is correct.

Stephen Coenigm

Signed: _____

Date: 18/02/09 Contact Number: _____

Email address: _____

For further assistance to complete the application form contact your local DPI representative (refer to DPI contact list).

Please send completed application form to DPI Contact:



DEPARTMENT OF
PRIMARY INDUSTRIES

Doug May
State Government Offices
402-406 Mair St,
Ballarat VIC. 3350
Tel: (03) 5336 6692
Fax: (03) 5336 6601
Email: doug.may@dpi.vic.gov.au



Future Farming Initiative | Building the Capacity of Local Government to Respond to Pests
'Roadsides Pest Management Grant Program' Project Application V021008

7/1

PROPOSAL

Future Farming Initiative - BCLGRP Grants Program

Spatial enablement of Roadside Vegetation Database

Roadside Vegetation Consortium

Version 1.0
14/04/09

Exa-Min
Technologies

2nd Floor, Charlotte House
143 Charlotte Street
GPO Box 3202
BRISBANE QLD 4001

Commercial in Confidence

1. Introduction

The environmental units from Colac Otway, Corangamite, Pyrenees and Ballarat Shire Councils share a common requirement to better manage and assess roadside vegetation data. To address this need, a consortium of these Shires has applied for and been granted funding through the DPI, Future Farming Initiative - BCLGRP Grants Program.

Exa-Min has been requested to assist with the development of a solution that will provide a spatial MapInfo interface to the roadside vegetation data that is currently held in an aspatial Microsoft Access database (attribute data) and unlinked MapInfo tables (spatial data).

Exa-Min has the capability to satisfy the consortia's requirements with a custom solution built around its GBM Pro and GBM Mobile applications.

The solution philosophy will consider the current central data store maintained by Ballarat Biodiversity Services (BBS), a consulting group responsible for the collection of much of the data currently available to the consortia.

2. Solution Requirements

- The user interface must be as simple as possible and be led from within MapInfo Professional.
- There must be seamless spatial interaction with Roadside Vegetation data held and supplied by BBS.
- Hierarchical relationships between the various database tables must be maintained.
- Data must be editable within the MapInfo environment
- Compliance with corporate business rules and corporate data standards must be maintained.
- The system must be capable of displaying other corporate datasets with the Roadside Vegetation data.
- Allow additional 'Observations' and 'Zones' to be collected in the field on PDA type computers.
- Allow the Roadside Vegetation data and other GIS datasets to be exported to PDA type computers for use in the field – edit existing data and lookup existing data.
- Manage the integration of data from mobile devices into corporate MapInfo databases.
- Provide an automated process for the supply of data from the BBS SQL database.

3. Background / Project Scope Components

Initial discussions with the consortium defined a broader scope than can be provided under a modified funding model (BCLGRP Grant) announced by DPI. The withdrawal of \$20000 from the initial funding estimate has necessitated modification of the deliverable. All efforts have been made to ensure delivery of all key functionality; there will be no compromise to the key design requirement of spatial enablement of data supplied through BBS.

The Problem Space

All consortium members utilise Ballarat Biodiversity Services (BBS) to complete roadside vegetation audits. Attribute data collected by BBS has been collated with data from other sources and is stored in a single SQL database administered by BBS. Spatial data is collected in the field as MapInfo *.tab files but is stored in Manifold GIS which is not linked to the attribute data resident in SQL. The data administered by BBS is subsequently supplied to the various shires as an unlinked data pair comprising a Microsoft Access database (attribute data) and MapInfo tables (spatial data). Interaction with this data is difficult, exacerbated by the need to run independent, manual filter/find processes in both Access and MapInfo.

The need to spatially enable the data has been recognised. This will provide a seamless interface between the rich attribute dataset and the more easily assimilated map based data.

The SQL database maintained by BBS has a complex schema and has many redundant fields not required or utilised by consortia members. This structure makes it difficult to interact with the data and return relevant information.

Key Stakeholders

- Environmental officers with the various consortia members (shire councils)
- Other shire officers requiring rapid access to roadside vegetation data – covering activities such as permitting, maintenance etc.
- Ben Biodiversity Services
- Public

Project Goals

- Provide a mapping interface to roadside vegetation data currently supplied as MS Access database tables.
- Establish a common data structure to be used by all consortia members.
- Simplify the data structure currently used by BBS.
- Develop a hierarchical data structure that can accommodate one to many relationships for flora (including weeds), fauna, other observations and photographs.
- Field data to be collected through GPS enabled PDA's running a common GIS enabled interface.
- Standardised data collection forms to be used in both the office and field environment to ensure data validity & consistency.
- Automate the process of extracting data from the BBS database and package it in a suitable distribution format.

Design Criteria

- The solution will leverage off pre-developed GBM Software – GBM Pro and GBM Mobile Manager.
- Field data will be collected on GPS enabled PDA's running GBM Mobile (not supplied under this funding model).
- Data will be held as native MapInfo tables.
- Database structure will accommodate attributes defined by the consortia members.
- Data extraction and transfer from the BBS database must be automated.

Database Entities

The following have been identified as key database entities in the management of Roadside Vegetation. These entities are currently used in data collection conducted by BBS.

Zones are linear areas within the road (road verges) that are deemed to have like characteristics determining their remnant vegetation significance. They are mapped as line objects that parallel the road centreline and can be variable in length. Different zones can be mapped either side of the road centreline. Zones do not have to be contiguous and are not mapped unless significant remnant vegetation is present. Zone attributes do not have spatial significance within the zone and only provide general elements that define the zone and its ranking. A listing of the following are stored for each zone:

- Flora species (not including weeds)
- Fauna species
- Weed species

Observations are points of significance within the zone and can represent:

- Significant trees
- Specific weed infestations
- Specific habitat features
- Significant cultural features
- Important observations

Surveys are proactive inspections conducted by external consultants (BBS) or suitably qualified internal employees. Zones and observations are initially mapped during surveys and defined zones can be reinspected during future surveys.

Inspections are completed by internal staff as a component of their ongoing day to day activities. During inspections additional zone attributes or new observations can be collected.

Work Processes

Office Processes.

- Run MapInfo spatial queries and MapInfo SQL queries to filter and analyse data held in the roadside vegetation database.
- Selection of map objects provides direct access to data files.

The following functions are routinely addressed using the above processes:

- Data analysis and reporting.
- Public enquiry and permitting.
- Management and planning of internal works.

Field Processes.

- Collect new 'Zone' and 'Observation' records – spatial objects and related attribute information.
- Edit existing 'Zone' and 'Observation' records.

4. Functional Specification

Office / Desktop Component

- All data will be held as native MapInfo tables i.e. *not as a MS Access database*.
- The following tables will be created (fields to be agreed with consortia members):
 - Zones
 - Zone Flora
 - Zone Fauna
 - Zone Weeds
 - Observations
 - Photos
- GBM Custom forms will be built to provide a controlled editing environment for tables.
- Custom form hierarchical relationships will be defined for Zones. For a selected map object (Zone line graphic), displayed forms will show all data records for each of the tables listed above, i.e. one to many relationships.
- New map object will be created through custom forms with the ability to collect hierarchical data within the one form, i.e. one to many relationships.
- Data interaction will be via a GBM Pro toolbar (a MapBasic application running within MapInfo Pro)
- Custom forms will be compatible with GBM Mobile Manager, allowing seamless transfer of data to and from PDA field devices and using the same hierarchical relationships.

Field / PDA Component

Consortium members can use GBM Mobile to take the complete Roadside Veg dataset to the field for editing, reference or new data collection. *GBM Mobile software is not included as part of this proposal*. For consortium members who do not currently run GBM Mobile, it can be purchased independently.

A GBM Mobile compatible project will be built and shipped as part of this solution. This will include custom forms, profiles, data structures and geoset definitions.

Exa-Min Technologies
BCLGRP -- Roadside Vegetation Project

BBS Database Component

- SQL database views will be built to hold the required data fields for export to MapInfo.
- MapXtreme script will be written to:
 - Extract required fields from the database views
 - Filter for LGA
 - Output data as a series of native MapInfo tables
 - Link to, or create spatial objects associated with the data records

5. Project Development

Key development stages are:

- Definition of project scope (see point 3)
- Document BBS data structure
- Document and specify required data structure
- Build data forms for display in MapInfo
- Build data forms for PDA
- Build data extraction tool for BBS SQL database
- Internal testing
- Install BBS data extraction tool and test
- Distribution of installation media to consortia
- Group training and handover

Exa-Min Technologies
BCLGRP – Roadside Vegetation Project

6. Work Schedule & Costs

The consortium has successfully applied for \$30000 grant funding. This funding will cover the scoping, development and implementation cost of the roadside vegetation spatial enablement project.

Exa-Min commits to completing all scoping works, software development, software configuration and implementation by 1 June 2009.

Exa-Min will undertake this work according to the following payment schedule:

| | |
|-------------------------------|-----------------|
| Accept project scope | \$ 15000 |
| Implementation and acceptance | \$ 15000 |
| <hr/> | |
| TOTAL | \$ 30000 |
| <hr/> | |

This work will be undertaken in accordance with Exa-Min's Standard terms and conditions.

Exa-Min Technologies
BOLGRP – Roadside Vegetation Project

7. Acceptance

Acceptance of this Proposal should be indicated by signing below and returning a signed copy of this page of the document to Exa-Min.

Colac Otway Shire Council on behalf of "The Roadside Vegetation Consortium", accepts this proposal and authorises Exa-Min to continue with the development of the project as outlined.

Authorised By:

Signature:

Date:

Position:

ENVIRONMENTAL IMPACT ASSESSMENT FOR ROADSIDE WORKS

| | |
|----------------------------|---|
| Proposed Works | MAJOR DRAINAGE WORKS |
| Location of Works | CARLISKE - GELLIBRAND RD CH 13-14-15, Map Ref |
| Priority Conservation Area | Vegetation Protection Overlay |
| Reasons for Proposed Works | CLEAR DRAINAGE INVERTS & CULVERTS TO FACILITATE CORRECT DRAINAGE OF PAVEMENT. |
| Proposed Starting Date | NOVEMBER 2009, |
| Completed by | ANDREW J. DAFFY Date 1/9/09 |

Specific Impacts During Site Works - Refer to Roadside Vegetation Management Plan

| | | |
|---|--|------------|
| Erosion Control | NO STEEP GRADES ON ROAD ALIGNMENT, SILT LOGS PLACED AT 50m INTERVALS IN SANDY AREAS. CULVERTS EXTERNS CHECKED FOR EROSION & WHERE APPLICABLE BEACHING IN THE FORM OF ROCK SPALLS PLACED TO MITIGATE WATER RUN-OFF. | Compliance |
| Stormwater Run Off / Drains | CATCH PITS TO BE CONSTRUCTED AT CULVERT INVERTS TO MINIMISE SEDIMENT LOSE FROM ROAD FORMATION. SILT MESH FENCING TO BE INSTALLED WHERE THREAT OF SILT COVERING VEGETATION IS POSSIBILITY. ENSURE ALL CULVERTS ARE FULLY OPEN & MARKED WITH GUIDE POSTS. | |
| Dust | NOT APPLICABLE DUE TO PROGRAMMING TIME OF WORKS - OPTIMUM MOISTURE CONTENT. WATER CART AVAILABLE AT ALL TIMES. | |
| Native Vegetation Removal - Trimming | NO NATIVE VEGETATION TRIMMING REQUIRED. | |
| Priority Weeds on Site | SPANISH HEATH IN AREA - SPRAYED BY PARKS VICTORIA/D.S.E 2008. | |
| Machinery Work Methods | INVERTS GRADED ONTO ROAD PAVEMENT & DUE TO SANDY NATURE OF MATERIALS SPREAD OVER PAVEMENT. EXCESS MATERIAL (ORGANIC & UNWASTABLE) PICKED UP USING BACKHOE & LOADED ONTO TRUCKS & REMOVED TO APPROVED BURDEN DISPOSAL SITE. BACKHOE TO CLEAN CULVERT INVERTS WITH BUCKET WITHOUT TYRES. | |
| Revegetation of Site Required | NO VEGETATION IS TO BE REMOVED BEYOND BACK OF TABLE DRAIN INVERTS OR OUTSIDE ROAD FORMATION. REVEGETATION NOT REQUIRED. | |
| Machinery Management | SPILL KIT ON SITE AT ALL TIMES. FUELLING OF PLANT AT GELLIBRAND DEPOT. DAILY PLANT CHECKS & LOG BOOK ENTRIES. PLANT WASHED AT BEGINNING & COMPLETION OF WORKS. | |
| Burden Disposal | BURDEN DISPOSED OF AT GELLIBRAND QUOP SITE - GRAVEL PIT RD (GELLIBRAND EAST) | |
| Works Compliance Check | | |
| Name | Title | |
| Signed | Date | |

ENVIRONMENTAL ASSET ASSESSMENT (EAA)
INFRASTRUCTURE ENVIRONMENT OFFICER

Location of works Gelibrand - Carlisle Rd. CH. 13-14.5 Proposed Works Major Drainage

Preliminary Assessment


| | | | | | |
|--|-----------|-------|--------|-----|-----------|
| Roadside Conservation Status of works area | Very High | High | Medium | Low | No Mapped |
| | | 1.5km | | | |


Details of assessment: Score attributed to the intact vegetation and presence of two rare species listed below.

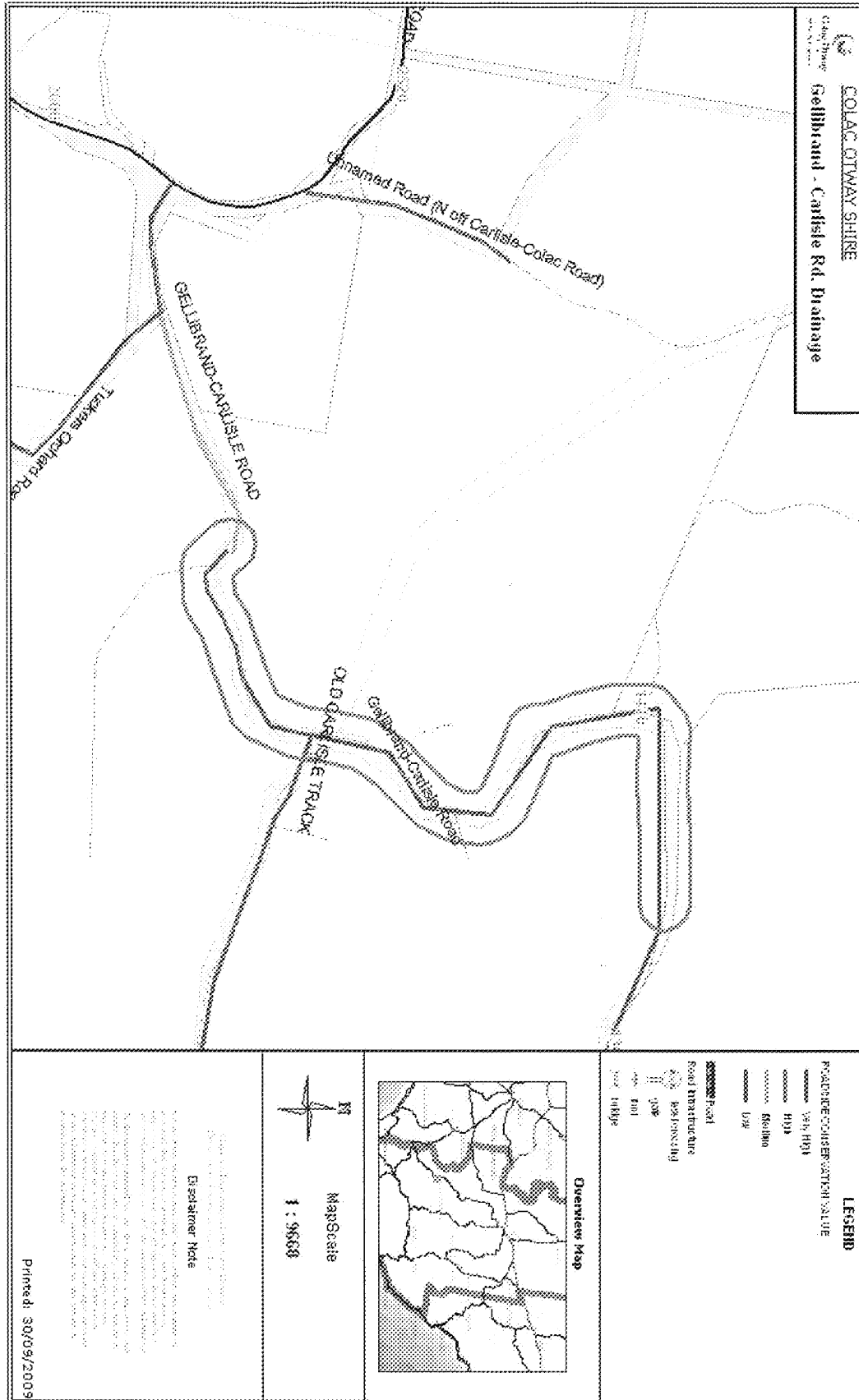
| Bioregion No. | Bioregion Name | EVC Number | EVC Name | EVC Status |
|---------------|----------------|------------|-----------------|---------------|
| 5.2 | Olway Plain | 48 | Heathy Woodland | Least Concern |
| 0 | | 0 | | #N/A |
| 0 | | 0 | | #N/A |

| Protected flora recorded on or nearby the site? | Species ID | Common Name | Scientific Name | FFG | EPBC | VROTS |
|--|------------|-----------------------|---|-----|------|--------------------------------|
| | 4752 | West Coast Peppermint | Eucalyptus aff. willisii (South-western Victoria) | 0 | 0 | Rare, not otherwise threatened |
| | 3659 | Current-wood | Monotoca glauca | 0 | 0 | Rare, not otherwise threatened |
| Will these species be impacted? Possibly, as reach arm slashing is required. | | | | | | |

| Protected fauna recorded on or nearby the site? | Species ID | Common Name | Scientific Name | FFG | EPBC | VROTS | |
|---|---|---|--|--|--|-------|--|
| Will these species be impacted? | | | | | | | |
| Is native vegetation present? | | | | | | | |
| Yes | Is native vegetation proposed to be trimmed or removed? | | Is the vegetation removal/trimming occurring within the maintenance envelope | | Will a professional vegetation assessment be undertaken? | | |
| No | No | | N/A | | N/A | | |
| Are earthworks being undertaken as part of this project? | | | | | | | |
| Will these works occur on the roadside reserve? (outside of the maintenance envelope) | | Will equipment or material be stored on the roadside reserve? (outside of the maintenance envelope) | | Is a site map required as part of an Environmental Risk Management Plan? | | | |
| Yes | No | | No | | No | | |
| Is the EPBC Act triggered? | | | | | | | |
| No | Is the FFG Act triggered? | | Is the Catchment and Land Protection Act triggered? | | | | |
| No | | No | | | | | |
| Any known noxious or environmental weed infestations on site? | | | Details: | | | | |
| Any known waterways/wetlands on or nearby the site? | | | Details: | | | | |

| | | | |
|----------------------|-----------------|--|---|
| Additional comments: | | Are further site inspections required? | Yes |
| Name: | <i>T. Burns</i> | Position: INFRASTRUCTURE ENVIRONMENT OFFICER | Date: <i>12/11/09</i> |
| | | Signature: |  |

| ENVIRONMENTAL PLANNER | | | |
|---|--------------------|--|-------------------------------------|
| Environmental Planning Overlays | | | |
| VPO | ESO | SLO | EMD |
| Will a planning permit be required? | | Yes | <input checked="" type="radio"/> No |
| Details of any existing Native Vegetation or Conservation assessments of site area: | | Yes | <input checked="" type="radio"/> No |
| Name: | <i>Clive Boney</i> | Position: ENVIRONMENTAL PLANNER | Date: <i>26/11/09</i> |
| Details of overlays: | | <i>N/A.</i> | |
| Justification: | | <i>roads construction</i> | |
| Details: | | <i>roads are subdivisions - No significant impacts</i> | |
| Signature: | |  | |



27 - Roadside Mapping
Anderson



17 June 2008

BEN Biodiversity Services Pty Ltd
Tim D'Ombrain
116 Tantaus Road
DEREEL VIC 3352

Dear Mr. D'Ombrain

**Roadside Vegetation Mapping, Database Preparation and Fire Management
Discussions
Letter of Acceptance**

Council is pleased to extend your contract and accept your fixed priced lump sum tender of \$30,778 (including GST) for the surveying of roadside vegetation project in Parts A and B.

It is expected that the Colac Otway Shire will receive Part A of the roadside vegetation survey project, along with previously data collected by BEN Biodiversity Services, by the 31st July 2008. This version will omit the questionable data collected previously, as in its current form it is considered misleading.

Part B will take in the resurveying of roadside vegetation for the roads on the attached list. It is expected that these sites will be surveyed over the Spring period of 2008, and an up to date complete data set supplied to the Colac Otway Shire by the 28th of November, 2008.

Prior to any works commencing the Colac Otway Shire requires the following documentations for our records:

- Risk assessment and management documentation for the project; and
- A current business insurance policy.

I am available on (03) 52329414 to discuss any matter or issues relating to this contract.

Yours faithfully

Stewart Anderson
Manager for Environment and Community Safety

Colac Otway Shire
PO Box 283
Colac Victoria 3250
www.colacotway.vic.gov.au
inq@colacotway.vic.gov.au

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

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

GRIFFINS
GUBBINS
HALLETT
HARTNEYS
HOLMECHASE
IRREWILLIPE
IRREWILLIPE-PIRRON YALOK
JAMES
JOHNSONS
KENNETT
KERVINS
KINSELLAS
LARPENT
LIDGERWOODS
MAHERS
MCDONALDS
MCDONNELLS
MCLAUGHLINS
MCNABBS
MCNAMARAS
MCPADDENS
MEADOWELL
MIDDLE MURROON
MIDDLETONS
MONKTON ESTATE
MOOLERIC
MORLEY
MT GELLIBRAND
MT HESSE ESTATE Road
MURRAY
MURROON
NECK
NICHOLAS
NORMANS
NORTH POORNEIT
OAKLEYS
OLD IRREWILLIPE
OLD YEO
PENNYROYAL-WYMBOOLIEL
PHALPS
PIERCES
PIPELINE
POLLEYS
POORNEET STATION
POWERS
PRICES
RAMSAY
RANKIN
REDDIES
REYNOLDS
RIDGE
RIFLE BUTTS
ROBILLIARDS
ROWLANDS
SALT CREEK

Roads assessed prior to use of GBM Mobile and VisualCE PDA software:

139 roads or sections

ZoneName (Road Name)

ACKERLEYS
AERODROME
AIREYS RESERVE
ALFORD
AMIETS
ARNOLDS
ARUNDELLS
BACK LARPENT
BAILEYS
BARHOLM
BARONGAROOK-GERANGAMETE
BARPINBA-POORNEET ROAD Section 1: south-west from Hamilton Highway
BARPINBA-POORNEET ROAD Section 2: - wetland
BARPINBA-POORNEET ROAD Section 3: South from wetland
BARUNAH PLAINS
BARUNAH SOUTH
BIRREGURRA-YEODENE
BOUNDARY
BOUNDARY HILL
BOXS
BUSHBYS
BUSHS
BUSHY PARK
CALLAHANS
CARPENDEIT-BUNGADOR
CARSONS
CASSIDY
CHRISTIES
COLAC-LORNE
COLAC-MURROON
COLLYERS
CONNS
CRABBE
CREAMERY
CRESSY-SHELFORD
CYRYLS
DARCYS
DE LA RUES
DEANS CREEK
DEEPPENE
DEWING BRIDGE
DIVISION
DUNLOPS
EURACK-WINCHELSEA
FLANNAGANS
FORANS
FOREST
FRIENDS
G BARRYS
GANNONS
GARDINERS
GREY RIVER

SELLS
SETTLEMENT
SEVEN BRIDGES
SEXTONS
SHORTS
SHURVELLS
SKINNERS
STATION
STONES
SWAN MARSH
SWAN MARSH - STONEYFORD ROAD
SWAN MARSH ROAD
SWAN MARSH-IRREWILLIPE
TANNIS
TAYLORS
TELEGRAPH
TOMAHAWK CREEK
TRASKS
TRIGGS
UNNAMED
WARNCOORT CEMETERY
WARROWIE
WESTWOODS
WHOOREL STATION
WHYTCROSS
WICKHAMS
WINESHADES
WIRE
WOODROWVALE
WYE RIVER
YEODENE
YEO-YEODENE

ATTACHMENT 9



Colac Otway
SHIRE

Naturally Progressive

Colac Otway Shire
Contact: Stewart Anderson

15 October 2009

BEN Biodiversity Services Pty Ltd
Tim D'Ombra
116 Tantaus Road
DEREEL VIC 3352

Dear Mr. D'Ombra

**Roadside Vegetation Mapping and Database Preparation
Letter of Acceptance**

Council is pleased to accept your fixed lump sum quoted price of \$15,840 (including GST) for the surveying of roadside vegetation. The surveys will collect the following information:

- Road Conservation Advisory Committee (RCAC) Assessment;
- Species lists;
- Photography; and
- Notes on current management issues.

Attached is the list detailing which roads are to be assessed. Council will also forward this information to you in a MapInfo Tab file to assist you with the surveys.

It is expected that these roads will be surveyed over the Spring period of 2009, and an up to date complete data set supplied to the Colac Otway Shire by 30 December 2009.

Prior to any works commencing the Colac Otway Shire requires a copy of your current public liability insurance to the value of \$10 million dollars with the Colac Otway Shire named as an interested party and professional indemnity insurance to the value of \$2 million dollars, as well as a job specific Job Safety Analysis (JSA).

If you have any questions please contact me on (03) 5232 9414.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Stewart Anderson'.

Stewart Anderson
Manager for Environment and Community Safety

Colac Otway Shire
PO Box 283
Colac Victoria 3250
www.colacotway.vic.gov.au
in@colacotway.vic.gov.au

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

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

ROADS TO BE SURVEYED

| | | |
|----------------------|-------------------------|-------------------|
| ADAMS ROAD | KILLALA ROAD | |
| ADDIS AVENUE | KOONYA AVENUE | WAIT-A-WHILE ROAD |
| AIRE SETTLEMENT ROAD | LARDNERS TRACK | WALLACE AVENUE |
| AMIETS TRACK | LEORKES ACCESS | WATSONS ROAD |
| ANDERSONS ROAD | MANNA GUM DRIVE | WILD DOG ROAD |
| AROONA COURT | MARRINERS ACCESS | WONGARRA DRIVE |
| BARHAM RIVER ROAD | MCLELLAN COURT | YAUGHER ROAD |
| BASS AVENUE | MCRAE ROAD | |
| BAULCHS ROAD | MELBA GULLY ROAD | |
| BEATTIE LANE | MINCHINTON ROAD | |
| BENNETTS TRACK | MITCHELL GROVE | |
| BIDDLES ROAD | MONTROSE AVENUE | |
| BLANKET BAY ROAD | MOOMOWROONG ROAD | |
| BLUE JOHANNA ROAD | MORLEY AVENUE | |
| BRACKS ACCESS | MORRIS TRACK | |
| BROUGHTONS ACCESS | MT MCKENZIE ROAD | |
| BROWN TOWN TRACK | MURCHISONS ROAD | |
| BUSTY ROAD | MURRAY AVENUE | |
| CARA COURT | NUMBER NINE RIDGE TRACK | |
| CARLISLE VALLEY ROAD | OLD COACH ROAD | |
| CASSIDY DRIVE | OLD HORDEN VALE ACCESS | |
| CEMETERY ROAD | OLD HORDEN VALE ROAD | |
| CONNS LANE | OLD ILUKA ACCESS | |
| CORYULE AVENUE | OLD MAIN ROAD | |
| DEHNERTS TRACK | OLD OCEAN ROAD | |
| DONALDSONS ACCESS | OLD TUXION ROAD | |
| DUNOON ROAD | OLIVE STREET | |
| DURIMBIL AVENUE | PARKER HILL TRACK | |
| EGAN TRACK | PHILLIPS TRACK | |
| EVANS TRACK | RED JOHANNA ROAD | |
| FERNY GROVE | RIDGE DRIVE | |
| FERRIER DRIVE | RIVENDELL LANE | |
| FORAN TRACK | RIVERSIDE DRIVE | |
| GIBSON AVENUE | ROADS | |
| GREY RIVER ROAD | ROBERTS ROAD | |
| HARRINGTON STREET | SAND ROAD | |
| HARVEYS TRACK | SARSFIELD STREET | |
| HAWDON AVENUE | STAFFORD ROAD | |
| HICKEYS CUTTING | STANWAY DRIVE | |
| HORDEN VALE ROAD | STURT COURT | |
| HORDERN VALE ROAD | SUNNYSIDE ROAD | |
| HORNES ROAD | TELFORD STREET | |
| ILLOWRA AVENUE | TELFORDS ACCESS | |
| ILUKA AVENUE | THE BLUFF | |
| JONES LANE | THE BOULEVARDE | |
| KAANGLANG ROAD | TIGER LANE | |
| KARINGAL DRIVE | TUCKERS ORCHARD ROAD | |
| KENNEADYS ROAD | TURNER DRIVE | |
| KENTS ROAD | TUXION ROAD | |



Memo

To: All Councillors

From: Rob Small, Chief Executive Officer

Cc: Neil Allen, General Manager Infrastructure Services;
Colin Hayman, General Manager Corporate and Community
Services; and
Jack Green, General Manager Sustainable Planning and
Development.

Date: 5 October 2009

Subject: **Biodiversity Mapping Project**

Our Ref: Environment/GEN00127/Biodiversity

Councillors were briefed about a Biodiversity Mapping project in July 2009 that aims to update biodiversity mapping to more accurately show sites and areas of value.

The updated mapping has been completed and is available for review. DSE undertook the mapping work by identifying sources of new information and by contacting and meeting with stakeholders to gather anecdotal information to assist with the mapping.

Key elements of the project are as follows:

- Analysing EVC conservation status, location of threatened flora and fauna, position of habitat areas within the landscape and significant native biodiversity values to be protected;
- Initially mapping sites of biodiversity value on 1:25,000 base maps and using these to consult with government agencies and community groups to validate mapped sites and identify new sites;
- Categorise site of biodiversity value under various biodiversity themes suited to being included in schedules to either the ESO or VPO (e.g. Aquatic Habitat Protection, Significant and Remnant Vegetation, Scattered Trees and Roadside Vegetation); and
- Developing tables of listed biodiversity sites with details on values and reasons for significance which can be included in schedules to the relevant Overlays.

Council currently has biodiversity assets identified and recognised for protection in its planning scheme under the following relevant Overlays:

- Environmental Significance Overlay 2 – Lakes, Wetlands and Watercourses (ESO2);
- Environmental Significance Overlay 4 – Habitat Protection (ESO4);



To: [Insert Recipient Name]

- Vegetation Protection Overlay 1 – Significant and Remnant Vegetation (VPO1); and
- Vegetation Protection Overlay 2 – Roadside Vegetation (VPO2).

The updated mapping provides Council with the opportunity to review the overlays and consider how their application could be improved.

The project has been overseen by the Colac Otway Biodiversity Mapping Working Group which comprises officers from the Sustainable Planning and Development Unit and DSE. The mapping work has been presented to the Working Group.

Key issues arising from adopting the revised mapping are:

- The four existing environmental overlays will be modified together with an additional new Vegetation Protection Overlay (VPO3) to include significant scattered trees. The extent of coverage of the VPO3 will be site specific;
- A reduction in the extent of coverage of the current overlays because of the more detailed mapping (i.e. broad coverage will be reduced to a more spotty or site specific coverage). This will result in a reduction of unnecessary permit applications being triggered and provide greater focus on assessing the impacts of development on areas mapped that are important;
- For areas within the southern Otways and near the coast, there will be a larger extent of coverage of overlays. Many areas of environmental importance in this part of the Shire have not previously been identified under the planning scheme. However, it is anticipated that the areas included in the mapping will contain challenging characteristics such as steep gullies or heavily vegetated remnant areas that are isolated or have difficult access. Remaining areas that are covered will be those that have important significance;
- Generally, a larger number of sites will be included in overlays, however the overall area of coverage will be smaller, which reflects the change in the nature of coverage from broad scale to site specific; and
- The recognition that for those areas not included within the revised biodiversity mapping and covered by overlays, the native vegetation retention provisions of Clause 52.17 of the planning scheme will continue to apply. Permits may still be required under these provisions subject to exemptions.

The consideration of the revised biodiversity mapping provides an opportunity to review the schedules to the overlays to carefully consider the types of development that may be appropriate to exempt from needing a permit. The more targeted mapping also allows stronger focus for protection of the value of the biodiversity assets that have been mapped.

With the completion of the mapping work Council is requested to consider whether further work is undertaken to incorporate the biodiversity mapping



To: *[Insert Recipient Name]*

information into the planning scheme. This work would involve translating the biodiversity mapping information into the various existing environmental overlays as well as the new VPO3 for significant scattered trees. Reviewing the planning scheme maps to alter the current extent of coverage of the environmental overlays and drafting new schedules within the planning scheme.

Rob Small
Chief Executive Officer



ATTACHMENT 11

Southern Corangamite Local Government Environment Network (SCLGEN)
AGENDA
Host: Colac Otway Shire
Venue: Shire Conference rooms, 2-6 Rae Street, Colac
Date: Thursday 5th November 10am -3pm.

Part 1: 10:00 - 12:00
 LUNCH: 12:00 - 12:30
 Part 2: 12:30 - 3:00

Attendees:
 Apologies:

| Time | Subject | Who? |
|--------------|--|----------------|
| 10:00-11:00 | Round table updates,

Golden Plains

Corangamite

City of Greater Geelong

Colac Otway

Surf Coast

VicRoads
CCMA
MAV
DSE | All |
| 11:00-12:00 | Agenda items;
<ul style="list-style-type: none"> • Meeting hosts and dates for 2010 • Fire Updates (open table discussion) • Council Conservation Reserve Creation and Management (open table discussion) • <i>Other agenda items</i> | All

All |
| 12:00-12:30 | Lunch | |
| 12:30 - 3:00 | Site Visit:
Grassland Management Strategies; Cressy Shelford road, Beeac Cemetery Grasslands and Poorneet lane Grasslands.

BRING YOUR OWN HIGH VISIBILITY VEST | All |

MEETING DATES AND HOSTS 2010

| | |
|------------------------------------|------|
| Next Meeting: | HOST |
| (date and location to be arranged) | |

| Actions from This Meeting | Who? |
|---------------------------|------|
| | |
| | |

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COUNCIL FINED

Colac Otway Shire must pay \$700,000

Rare species' habitat damaged

by David McKenzie

Colac Otway Shire Council faces almost \$700,000 in fines after damage to endangered species.

The Federal Department of the Environment, Water, Heritage and the Arts has ordered the council to pay \$200,000 after damage to the habitats of the critically endangered spiny rice flower and the vulnerable striped legless lizard.

The council must also spend \$180,000 on rehabilitation of the site at the Cressy Shelford Road near Cressy, and \$300,000 on training and raising awareness about threatened species.

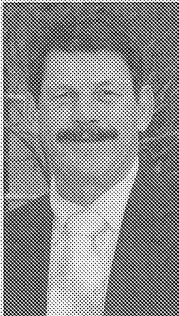
The maximum possible penalty for the offence was \$5.5 million or a jail term.

The council negotiated the fine and rehabilitation with the government as an alternative to court action.

The damage happened in April and May 2008 when the council hired a contractor to do road work near Cressy.

The contractor stockpiled road building materials on the roadside, damaging the flowers and lizard's habitat.

Colac Otway Shire chief executive officer Rob

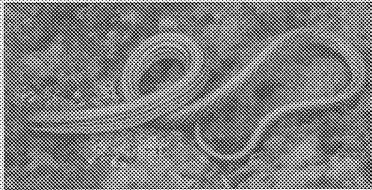


CEO, Shire chief Rob Small

Small said the council notified the Department of Sustainability and Environment and the Department of the Environment, Water, Heritage and the Arts immediately after an officer noticed the damage.

"A combination of human error and a breakdown of systems by council contributed to this incident," Mr Small said.

"As the organisation which contracted the work on Cressy Shelford Road, council was deemed legally responsible for the damage



VULNERABLE SPECIES: The striped legless lizard.

caused by the contractor," he said.

Mr Small said the council had since reviewed its environmental practices to prevent similar damage in the future.

The Federal Government lists the spiny rice flower as critically endangered, one step away from extinct.

A 1996 study found there were only 12,000 of the plants left in the wild, at 20 sites in Victoria.

Environment department spokeswoman Rose Webb said the negotiations with the council were under the Environment Protection and Biodiversity Conservation Act 1999.

"This is a negotiated outcome which avoids lengthy and adversarial court action and gets a good outcome for the environment - that's the

main priority," Ms Webb said.

A departmental investigation found the road work, which had no Federal Government approval, affected more than four hectares of habitat.

Mr Small said the council had already started rehabilitating the damaged site.

The council has also employed an environmental engineer and will invest in community and staff education to help people understand and appreciate the rare and threatened plants and animals in the shire.

The department also fined a Cressy landholder \$20,000 in 2008 for developing eight hectares of land that was a habitat for the striped legless lizard.



RARE: The spiny rice flower. Photo: NORM STEWART, ENVIRONMENT AUSTRALIA

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**CRESSY-SHELFORD ROAD
STEERING COMMITTEE

TERMS OF REFERENCE**

FEBRUARY 2010

Terms of Reference

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1 INTRODUCTION

These Terms of Reference have been developed for the Steering Committee of the Colac Otway Shire Cressy-Shelford Road proposal.

2 BACKGROUND

In May 2008 road works undertaken by a contractor on behalf of the Colac Otway Shire Council resulted in impacts to over two hectares of Plains Native Grassland (Note: these works were not carried out by Council itself). The site contained the Spiny Rice-flower (*Pimelea spinescens* subsp. *spinescens*) and is thought to have contained the Striped Legless Lizard (*Delma impar*). These species are known threatened species protected under the Australian Government's *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) and the Victorian Government's *Flora and Fauna Guarantee Act 1988*.

Once the impact at Cressy-Shelford Road had occurred and was recognised by Council immediate actions were taken to allow the road to be made safe for road users without extending the foot print of the impact. These actions were taken with DSE's consent. Council also initiated contact with DEWHA to notify them of the situation and has co-operated with all requests made by both DSE and DEWHA since this time.

It is important to highlight that the impacts to vegetation on the Cressy-Shelford Road were not intended and the method of storing materials on the roadside did not provide any financial or other benefit or advantage to Council.

In response to the Council contravening the above legislation a proposal was developed that comprised of an integrated package of actions that aimed to enhance protection of native grasslands and the associated threatened species that inhabit them both relative to the Cressy-Shelford Road and on a broader landscape scale.

The actions in the proposal are described under five major areas:

- Rehabilitation of damaged areas along Cressy-Shelford Road;
- Internal process improvements for Council;
- External awareness raising initiatives;
- Protection of Grasslands and Threatened Species; and
- Coordination and reporting.

The proposed actions will lead to a partial rehabilitation of the Cressy-Shelford Road, enhanced Council procedures that will ensure that the accident is not repeated and enhanced protection of grasslands and associated threatened species.

On 9 October 2009 Council signed the Memorandum of Understanding with the DSE which secured Council's commitment to implementing the Cressy-Shelford Road Proposal. On 13 October 2009 Council signed the Enforceable Undertaking with DEWHA for Council to implement the actions listed in the proposal. It is important to note that the timelines listed in the EU have been updated and therefore are different to those listed in the MoU with the DSE in the original proposal. These documents are referred to as the 'Agreements' from this point on.

Cressy-Shelford Rd Steering Committee. ToR.

3 FUNCTIONS OF THE STEERING COMMITTEE

The broad function of the group is to:

- make recommendations in relation to the implementation of the agreements;
- bring knowledge and experience of environmental issues, threats and actions in the region;
- promote and link the agreements with existing and new strategies, policies, plans and community networks; and
- prepare community networks, authorities and local government for active implementation of the agreement.
- endorse progress and final reports prior to them being sent to the DSE and DEWHA.

4 GENERAL

4.1 Membership

The group is comprised of:

Colac Otway Shire - Infrastructure Environment Officer (Travis Rices) (Chair)

Colac Otway Shire - Executive Officer – Infrastructure (Leanne Robinson) (Executive Officer);

Colac Otway Shire - Capital Works Manager (Paula Gardiner);

Colac Otway Shire - Manager for Environment and Community Safety (Stewart Anderson);

Colac Otway Shire - Organisational Support and Development Manager (Mark Gunning);

Department of Sustainability and Environment – Team Leader– Biodiversity Services Barwon Otway (Steve McDougall); and

Corangamite Catchment Management Authority - Sub Program Manager – Biodiversity (Nick McCristal).

4.2 Information Management

Any documents, intellectual property or commercial information provided to committee members in their role on the Cressy-Shelford Road Steering Committee is for internal use only unless otherwise specified by the Colac Otway Shire Council. No provided document is permitted to be copied unless expressly authorised by the Colac Otway Shire Council.

The nature of the committees operations is such that information should only be made available to parties outside the committee with express authorisation, or as may be authorised, by the committee with the permission of the Colac Otway Shire Council

4.3 Meeting Frequency

The group is expected to meet three times per year.

4.4 Reporting

Progress and final reports, as required by the agreements, will be approved by the Cressy-Shelford Road Steering Committee before forwarding to the Executive Team for their approval prior to sending to DSE and DEWHA.

In line with the steering committees meeting frequency, an update report will be compiled using the Memo template and sent to the committee one week prior to the meeting. These update reports will only be sent to the Executive Team and Council for information only.

Cressy-Shelford Rd Steering Committee. ToR.

4.5 Chair

The Chairperson elected by the committee will convene all meetings and provide feedback to the group in accordance with the agreed principles or direction of the group.

If the designated Chair is not available, the committee will appoint an Acting Chair who will be responsible for convening and/or conducting that meeting. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Meetings of the group shall at all times be under the control of the Chair and shall be conducted in accordance with good meeting procedures.

4.6 Executive Officer

The Executive Officer will be responsible for the distribution of minutes, agendas, meeting papers, etc. In the event that Executive Officer is unavailable, he/she will designate these responsibilities to another member of staff and notify the Chair of such arrangements.

4.7 Decision Making

The group should aim to achieve consensus on any decisions (where required). Where this cannot be attained, the Chair has the casting vote. This vote may be undertaken at the following meeting, if further advice is required. Voting will be used to accept minutes and other cases where necessary. By agreement of the group, out-of-session decisions will be deemed acceptable (i.e. via the use of e-mail, teleconference, etc.).

4.8 Conflict of Interest

Members of the group shall notify the Chair where potential conflicts of interest may arise at the earliest possible convenience, in accordance with good meeting practice. Such conflicts shall be recorded in meeting minutes.

4.9 Agenda Items

All agenda items should be forwarded to the Executive Officer by C.O.B. five working days prior to the next scheduled meeting.

The agenda, with attached meeting papers will be distributed at least three working days prior to the next scheduled meeting by the Executive Officer. For documents requiring review, appropriate time will be allowed between document distribution and expected submittal of review.

The meeting agenda will include outstanding action items from the previous meeting and any relevant new issues for consideration as submitted by the members. Members may raise an item under 'Other Business' as time permits and at the discretion of the Chair.

4.10 Minutes & Meeting Papers

The minutes of each meeting will be prepared by the Executive Officer. Full copies of the minutes, including attachments, will be provided to all members no later than 10 working days following each meeting. Minutes including attendance, apologies, issues discussed, decisions made and action items will all be recorded for each meeting by the Executive Officer.

All out-of-session decisions will be recorded in the minutes of the next scheduled Steering Committee meeting.

4.11 Guests

The group may invite guests to appear at the meeting via the approval of the Chair and a majority of members. Guests may include any persons whom provide technical or other insight as appropriate

Cressy-Shelford Rd Steering Committee. ToR.

from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

4.12 Quorum Requirements

A minimum of four members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

.....
Cressy-Shelford Rd Steering Committee. ToR.



CRESSY SHELFORD ROAD STEERING COMMITTEE MEETING (CSRSC)

MINUTES of the CRESSY SHELFORD ROAD STEERING COMMITTEE MEETING
held on Tuesday 23 February 2010
at 1.00pm, Cressy Bowling Club

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|--|---------------------|-----------------|
| <p>1. ATTENDEES:</p> <p>Travis Riches, Stewart Anderson, Paula Gardiner, Mark Gunning, Steve McDougall (DSE), Leanne Brooker (minute taker)</p> <p>2. APOLOGIES:</p> <p>Nick McCristal (CCMA).</p> <p>3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING:</p> <p>Nil. This was the first meeting of the Cressy Shelford Road Steering Committee.</p> <p>4. TERMS OF REFERENCE</p> <p>The Terms of Reference were discussed. The following changes were recommended:</p> <ul style="list-style-type: none"> • Under 3. Functions of the Steering Committee, the following to be recorded – <ul style="list-style-type: none"> ○ First dot point, change word 'proposal' to 'agreements'; ○ Add a final dot point - This Committee to endorse documents/reports before they go to DSE/DEWHA.. • 4.1 Membership – include name and title of group members. It was noted that DEWHA have stated that they do not want a rep on the committee but instead that DSE would represent them. Mark expressed disappointment that DEWHA not being a part of this committee. Steve ensured he would liaise with DEWHA. Committee encouraged Steve to forward minutes, agendas etc to DEWHA. It was also agreed that role of minute taker (Leanne Brooker) should be | | |

S:\Infrastructure Environment Officer\0910 Cressy-Shelford Rd.PROPOSAL\3 Reports\1 Progress Reports\FEBRUARY 2010\Attachment 14. Cressy-Shelford Rd. Steering Committee Meeting Minutes Feb 10.docx

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|---|---------------------|-----------------|
| <p>included in the membership and have voting rights.</p> <ul style="list-style-type: none"> • 4.2 Information Management – Mark said information given to the committee is of a sensitive/confidential nature and should only be disclosed with authorization. • 4.3 Meeting Frequency – Members agreed that this committee to meet three times per year. Progress reports (for the committee, not formal reports to DSE/DEWHA) to align with meeting dates. • 4.4 Chair – Chairperson as elected by the committee. It was agreed that if the designated Chair is not available, then the committee will appoint the role of Acting Chair. <p>The Committee were happy with the remainder of the Terms of Reference. Stewart and Steve queried whether to have a Councillor present on this Committee. Mark informed Committee that this is not necessary. It was agreed that all Progress Reports for DSE/DEWHA will go to Executive before sending. The Executive team will inform Councillors of progress.</p> <p>Committee voted to endorse the Terms of Reference. Election of Chair – Mark Gunning nominated Paula Gardiner. Paula declined and then after discussion Paula Gardiner nominated Travis Riches to the role of Chairperson. This was seconded by Stewart Anderson. Accepted by Travis Riches. Terms of Referenced endorsed.</p> <p>5. BACKGROUND</p> <p>Travis gave snapshot of background. In May 2008 works were initially undertaken. Damage occurred. DSE notified COS (Stewart Anderson) and works were immediately halted. An onsite meeting was held and site was made safe. Discussion then occurred for future progress of what would take place to rehabilitate the site.</p> <p>6. PROPOSAL</p> <p>Stewart Anderson gave an overview of what took place after initial works were ceased. Discussion on proposal of future works for rehabilitation of site and all future works on all of COS sites to prevent this type of incident occurring again. Improved communication needed to occur for the future. Out of these discussions, the position of Infrastructure Environment Officer was created (Travis Riches). Requirements of 'offset's was challenging. At end of day a compromise was reached. Agreements were signed with DSE/DEWHA in October 2009. Internal improvements started to occur immediately. Council made a commitment to get action happening, they started changes/improvements before proposal was signed off on. Steve McDougall commented that other Shires have taken note of what has occurred and the action that COS has taken.</p> <p>S:\Infrastructure Environment Officer\0910 Cressy-Shelford Rd.PROPOSAL\3 Reports\1 Progress Reports\FEBRUARY 2010\Attachment 14. Cressy-Shelford Rd. Steering Committee Meeting Minutes Feb 10.docx</p> | | |

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|---|---------------------|-----------------|
| <p>Mark Gunning said that COS Insurers (CMP) have been very interested, along with other Councils, and that this could go a future CMP Forum.</p> <p>COS need to promote good external awareness to target broader community and other Shires, VicRoads, Contractors etc.</p> <p>7. MOU with DSE / EU with DEWHA</p> <p>Copy of the MOU and EU under "Reference Documents" in folder.</p> <p>Travis Riches discussed timelines chart (in folder). There was much discussion on these timelines. There is a significant time lapse between the start dates for projects (June 2008) in the original proposal to when the agreements were signed (October 2009). This time lapse equals 15 months and effects completion dates for projects. Highlight issue in cover letter to DSE/DEWHA.</p> <p>Travis Riches to review the timeline chart to only show projects and delivery dates listed in the EU.</p> <p>Reporting is required formally (on due dates) on EU and MOU. Other progress reports for Steering Committee are considered an additional benefit. Mark Gunning said we should work to final report date in Agreement (February 2011), as stated in the explanatory text. However, this conflicted against the dates listed in the table (July 2011) for final report. Therefore either date would be acceptable.</p> <p>Paula Gardiner suggested to Travis Riches to include a new column in Chart – 'Completed'. It was noted that works on ground are dependent on weather conditions so this could also have an impact on final completion date.</p> <p>8. UPDATE – REPORT NO. 1</p> <ul style="list-style-type: none"> • Table 1 – Cressy Shelford Road Rehabilitation <ul style="list-style-type: none"> ○ Travis Riches went through this report. Any comments/changes can be given to Travis. Stewart Anderson agreed works have been undertaken and completed. He commended those involved in undertaking these works. Another column to be added– '% complete'. ○ Plan Development and Implementation – Full copy of BIOSIS report under 'Rehab' section in folder. Committee to look at 'Attachment 3 Task Brief' in own time. Mark Gunning suggested that para 2 should be highlighted more (site rehabilitation). Travis Riches will put in a covering letter. ○ Mark Gunning suggested putting in a new/extra KPI in internal documents, not external report. • Table 2 – Internal Processes and Initiatives | | |

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| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|---|---------------------|-----------------|
| <ul style="list-style-type: none"> ○ Costs to date – extra \$ spent on contractor undertaking works. New column – % complete. ○ Align KPI's with comments in updates. ○ Internal Training and Awareness Raising – No \$ spent yet. ○ Roadside Mapping and Planning – Mapping complete but not in the Planning Scheme yet. ○ Roadside Vegetation Plan Review to begin shortly and be led by Chris Harty (Environmental Planner). ○ Contractor Requirements – being assessed. ● Table 3 – External Awareness Raising Initiatives <ul style="list-style-type: none"> ○ Awareness Raising – No \$'s acquitted yet. ● Table 4 – Protection of Native Grasslands and Threatened Species <ul style="list-style-type: none"> ○ DSE payment – to date \$150,000 ● Table 5 – Coordination and Reporting <ul style="list-style-type: none"> ○ Coordination and Reporting – Any comments on report to Travis Riches by week ending 5 March 2010. Travis to develop a Project Plan. | | |
| <p>9. SITE VISIT</p> | | |
| <p>Meeting concluded at 2.55pm. It was agreed that Committee would go out to site for inspection.</p> | | |
| <p>10. NEXT MEETING</p> | | |
| <p>Tuesday 22 June 2010, 2.00pm at Cressy Bowling Club. Site visit to follow at conclusion of meeting.</p> | | |

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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:

| SUBJECT | REASON | SECTION OF ACT |
|--|--|--------------------------------|
| Apollo Bay Lions Village - Rateable Status Of Units | this matter may prejudice the Council or any person | Section 89 (2) (h) |
| Loan Services Tender | this matter deals with contractual matters; AND this matter may prejudice the Council or any person | Section 89 (2) (d) (h) |
| Confidential Items for Consideration | this matter deals with personnel matters; AND this matter deals with contractual matters; AND this matter deals with a proposed development; AND this matter may prejudice the Council or any person | Section 89 (2) (a) (d) (e) (h) |
| Apollo Bay Transfer Station Project Update And Cost Variations | this matter deals with contractual matters | Section 89 (2) (d) |