



Colac Otway  
SHIRE

**AGENDA**

ORDINARY COUNCIL MEETING  
OF THE  
COLAC-OTWAY SHIRE  
COUNCIL

23 FEBRUARY 2011

at 3:00 PM

Apollo Bay Senior Citizens Centre

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

23 FEBRUARY 2011

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NOTICE is hereby given that the next *ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL* will be held in Apollo Bay Senior Citizens Centre on 23 February 2011 at 3:00 pm.

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## **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.

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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 27/01/11.

**Recommendation**

***That Council confirm the above minutes.***

**OFFICERS' REPORTS**

**Chief Executive Officer**

OM112302-1 CEO'S PROGRESS REPORT TO COUNCIL

**Corporate and Community Services**

OM112302-2 EARLY YEARS PLAN

**Infrastructure and Services**

OM112302-3 ROAD MANAGEMENT COMPLIANCE REPORT  
OM112302-4 MARINE SAFETY REGULATIONS 2011  
OM112302-5 WYE RIVER AND SEPARATION CREEK WASTEWATER  
MANAGEMENT PROPOSAL

**Sustainable Planning and Development**

OM112302-6 ADOPTION OF AMENDMENT C58 TO THE COLAC OTWAY PLANNING  
SCHEME  
OM112302-7 COLAC CENTRAL BUSINESS DISTRICT AND CITY ENTRANCES  
PROJECT COMMUNITY REFERENCE GROUP  
OM112302-8 COMMUNITY REFERENCE GROUP - BIRREGURRA STRUCTURE  
PLAN AND NEIGHBOURHOOD CHARACTER STUDY

**General Business**

OM112302-9 ASSEMBLY OF COUNCILLORS  
OM112302-10 ITEM FOR SIGNING AND SEALING - TRANSFER OF LAND PART  
MORRISON STREET, COLAC  
OM112302-11 ITEM FOR SIGNING AND SEALING - TRANSFER OF LAND - 10  
LAVERS HILL COBDEN ROAD, LAVERS HILL.

**Rob Small**  
**Chief Executive Officer**

**CONSENT CALENDAR**

**OFFICERS' REPORT**

D = Discussion  
 W = Withdrawal

ITEM	D	W
<p><b><u>CHIEF EXECUTIVE OFFICER</u></b></p> <p><b><u>OM112302-1      CEO'S PROGRESS REPORT TO COUNCIL</u></b></p> <p>Department: Executive</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council notes the CEO's Progress Report to Council.</i></p>		

**Recommendation**

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

**MOVED**                                  .....

**SECONDED**                                 .....



OM112302-1

**CEO'S PROGRESS REPORT TO COUNCIL**

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

**EXECUTIVE****Meeting with Ministers Mulder and Napthine**

Councillors, together with the CEO and senior Council officers, met with the Minister for Public Transport and Roads, Terry Mulder MP, and the Minister for Ports, Racing, Regional Cities and Major Projects, Denis Napthine MP, in Apollo Bay on the 20 January 2011. The purpose of the Ministers' visit was to give publicity to the contract that will complete the re-armouring of the breakwater. This meeting gave Council a valuable opportunity to highlight issues relevant to the community of Apollo Bay, including the impacts of the recent closure of the Great Ocean Road on tourism and the Apollo Bay Harbour redevelopment, at a Ministerial level. Given the recent flood events across Victoria, Council appreciates the time both Ministers took out of their busy schedules to attend this meeting.

**Apollo Bay Harbour Redevelopment**

The CEO and Mayor have had ongoing discussions with members of the Apollo Bay community with respect to a proposal to redevelop the Apollo Bay Harbour precinct. Council will continue to consult with the community before and during the upcoming studies that will inform the planning scheme amendment process which will guide the future use and development of the harbour and the harbour precinct.

**G21 Regional Alliance  
Board Meeting**

With G21 holding its January Board meeting in Colac on the 28 January 2011, all Colac Otway Shire Councillors were given the opportunity to attend. The CEO and Mayor as members of the G21 Board also attended the meeting which discussed:

- G21 Climate Change Task Force
- Board Strategy Day follow up
- G21 Advice to Barwon South West Regional Development Australia (BSW RDA) re Cultural Precinct / Skilled Stadium funding
- G21 Priority Projects – review current list
- G21 Board Committees and Pillar Representatives
- Barwon South West Regional Management Forum Update
- BSW RDA Update
- Federal Government paper – *Sustainable Population Strategic Issues*

**Health & Wellbeing Pillar Meeting**

The G21 Health & Wellbeing (HWB) January meeting was held on the 14 February 2011 in Geelong and attended by the Mayor and the CEO. The following items were included on the agenda:

- Strategic Planning Priority: Addressing Disadvantage
- Revised Terms of Reference (governance document)

- 2011 HWB Business Plan
- Midterm budget review
- Presentation: St John of God plans re new emergency department - Redstick Communications
- Board request: Determination of Success Indicators

### **Towards Liveable Communities Consultative Committee – Colac Working Group Meeting (TLC3 CWG)**

Chaired by the CEO, this meeting held on the 2 February 2011 considered:

- Developing a reporting link with the Drug Action Committee and TLC3 CWG
- A Community Hub Inc. Presentation
- Social Procurement
- Membership
- Colac Otway Shire Health and Wellbeing Alliance

### **Apollo Bay Meetings**

The Mayor and CEO attended the Apollo Bay Council office for the first of their monthly sessions on the 8 February 2011. The Mayor and CEO will be at the Apollo Bay office on the following dates:

8 March	-	4.00pm to 6.00pm
19 April	-	4.00pm to 6.00pm
10 May	-	4.00pm to 6.00pm
14 June	-	4.00pm to 6.00pm
12 July	-	4.00pm to 6.00pm

Members of the public wishing to meet with the Mayor and CEO in Apollo Bay during any of these times are encouraged to contact our Colac office to make an appointment.

### **Healthy People Healthy Parks**

Discussions were held with the G21 Health and Wellbeing Executive Officer and a project officer appointed by Parks Victoria over a means to connect people and green spaces. Opportunities for developing programs that promote health and wellbeing of individuals through parks and natural settings were explored.

### **Great South Coast Municipalities Group Annual General Meeting**

The Mayor and CEO attended the annual general meeting of the Great South Coast Municipalities Group on the 11 February 2011 in Hamilton. Agenda items included presentation and/or discussion on:

- Glenelg Hopkins CMA – Flood events and early warning systems
- Great South Coast Regional Strategic Plan
- Loch Ard Interpretive Centre
- Strategic Outcomes Group

At that meeting the Mayor of Corangamite Shire, Cr Matt Makin was elected Chair for the next 12 months.



## CORPORATE & COMMUNITY SERVICES

### Environmental Health

#### Activities undertaken during January/February

- Of a total of 367 food premises, 25 Inspections were carried out in January.
- 20 inspections of selling points for tobacco were also carried out to ensure legislative requirements are being met.
- 4 caravan park inspections were carried out to ensure compliance with new legislation.
- 6 prescribed accommodation premises (mainly motels and B&B's) were inspected.
- 11 food stalls inspected at various food events.
- 7 septic tank inspections were carried out with 2 permits to install and 2 permits to use systems being issued.
- 5 food recalls were received and were advised to suppliers within the municipality.
- 1 complaint was investigated in relation to the condition of facilities.
- Environmental Health Co-ordinator and Health & Community Services Administrator attended a refresher course in Recovery Centre Management.
- Reports were submitted to the:
  - Municipal Association of Victoria (MAV) - Tobacco inspection activity report.
  - Department of Health re: Food Premises classification and their food safety plans.

Inspections of five new premises are presently in progress. Appreciation was expressed by the Colac Football/Netball Club for the input and assistance of Council's Food Safety Officer.

#### **Food Sampling**

The results of 9 food samples that were taken in January have been received. One sample that was returned indicated poor temperature control or food handling. A follow up inspection has indicated that the premises are now operating satisfactorily, but continual monitoring will be required.

#### **Maternal & Child Health**

The new year has seen a busy month with 28 new enrolments compared to 15 last month, with a large proportion of first time mothers. Permanent staff have worked extra hours in the absence of relieving staff over this time. This is also a busy time for three and a half year old developmental assessments prior to the start of preschool and child care placements. Enrolments have also increased for the enhanced program for more vulnerable families. Discussions have taken place as part of the service review regarding the provision of a Maternal Child Health (MCH) Nursing Scholarship to aid in succession planning.

Number of infants enrolled from birth notifications	24
Total number of new enrolments	28
First time mothers	11

#### Key Ages and Stages Consultations

Home visits	21				
2wks	29	8mths	15	3.5yrs	11
4wks	17	12mths	6		
8wks	19	18mths	10		
4mths	23	2yrs	4		

- 71 additional consultations
- 22 phone consults
- 10 opportunistic immunisations
- 12 referrals
- 10 counselling sessions provided
- New parents groups 1 session in Colac

An increase to 48 (from 35) families currently enrolled under Enhanced Home Visiting Service (Vulnerable and at risk families).

### **Rural Access**

#### **Beechy Precinct Accessibility - Transport Connections Project**

Rural Access is consulting and including people with a disability to improve the Beechy Precinct's accessibility, especially at the Colac Community Library and Learning Centre. The Beechy Precinct Accessibility Project Officer and Rural Access Officer, together with a community member with a disability, visited the Library to examine and test its current accessibility using a wheelchair and a mobility-scooter. The findings and evaluations will be considered in the Beechy Precinct Accessibility report which is currently being developed.

As part of this project Rural Access has also become involved with Council's Capital Works unit in the draft 'Colac-Elliminyt Strategic Footpath Network Plan' which is a good example of how accessibility can be considered in the initial and early stages of planning and with some community consultation can assist in making the plan best consider the community's observations, comments and needs.

#### **Colac Neighbourhood House Disability Action Plan**

Rural Access has met with all the Colac Otway Shire Neighbourhood Houses (Colac, Apollo Bay, Gellibrand, Forrest and Lavers Hill) and is providing support and advice, in partnership with Leisure Networks, in creating and implementing their individual Disability Action Plans.

The development of a Disability Action Plan will support the Neighbourhood Houses to meet obligations under a range of federal and state legislative acts, and is a genuine endeavour to enhance access and inclusion for people with a disability. Although not required by law, Neighbourhood Houses have undertaken to develop Disability Action Plans to review their current practices and take realistic and pro-active steps towards better access and inclusion.

**Access** is creating the necessary conditions, where possible, so that individuals or groups desiring to participate in a Neighbourhood House have access to them.

**Inclusion** is ensuring that all people are treated with respect and dignity and can feel equally part of the Neighbourhood House.

All Neighbourhood Houses aspire to be inclusive and supportive of people from diverse backgrounds, with varying abilities and aim to provide a supportive platform for both volunteering and participation. Rural Access' interest and involvement has been greatly appreciated by the Neighbourhood Houses and this is a good opportunity for Rural Access to expand its work and partnerships outside of Colac, within the shire.

### **Events**

#### **The Heritage Festival (Colac Showgrounds) 5 and 6 February 2011**

An estimated 2,500 people attended this year's Colac Heritage Festival in varying weather conditions. Over 300 exhibitors displayed historic machinery and artefacts, wood turning, wool spinning, logging equipment, farm machinery, motorcycles, cars and working donkeys.

The event attracted visitors from across the state and as far away as Inverell and Wagga Wagga.

#### **Hoot 'n' Nanny (Irrewillipe Recreation Reserve) – 12 February 2011**

500-600 "Bachelors and Spinsters" enjoyed another entertaining, fun and frolicking Hoot 'n' Nanny at this year's annual event with numerous bands and country food. The event is an outlet for rural people to get together and have a country style party.

#### **Otway Odyssey (Forrest) – 19 February 2011**

The 100km mountain bike marathon took place starting in the main street of Apollo Bay, passing through Forrest oval twice and then finishing at the oval. The event also included a 50km race and a 15km beginner's race through the Forrest trails. The event attracted over 1,800 competitors together with family and friends, this event brought approximately 5,000 people to the region delivering an economic benefit in excess of \$1M.

#### **Colac Comeback Country Truck and Ute Show (Colac Showgrounds) – 20 February 2011**

Top quality country music artists and bands came to Colac to perform at the open air concert. There was also the opportunity to encourage and promote local talent. The Festival hosted a Truck and Ute Show with nearly 150 entrants combined entering the many categories that were judged. There was also a model truck display and stallholders.

#### **Upcoming Events**

Events which will be held throughout the Colac Otway Shire in late February include the Relay for Life (Central Reserve) 26 & 27 February and the GO Sports Festival (Apollo Bay 26 & 27 February 2011).

Events which will be held during March include the Kana Festival (Colac) 19 & 20 March, Gellibrand Vegetable Competition (Gellibrand) 27 March, FReeZA Event – Pool Party, Film night and market at Bluewater Fitness Centre (Colac) 26 March 2011.

#### **Recreation**

##### **Tennis Strategy/Forum/Audit**

Colac Otway Shire, in conjunction with Tennis Victoria and Leisure Networks, will host an interactive Colac Otway tennis forum on Wednesday 23 February. The forum will allow club and association representatives to come together to determine the future of tennis and to plan for tennis facilities across the region. The forum will provide local tennis clubs with an opportunity to discuss issues impacting upon their sport and tennis club development in our region. The forum will include a range of presentations and interactive workshops and consultation with the tennis community. The forum will be followed by a review of the Colac Otway Shire 2004 Tennis Audit and the development of a revised audit by Tennis Victoria, which will identify and assist with future project planning.

##### **Open Space Strategy**

Sykes Consulting has commenced work on Council's Public Open Space Strategy. The aim of the Strategy is to guide Council to provide for the diverse public open space needs of the community in the short and long term. When completed, the strategy will inform Council in relation to the planning, provision, management and protection of the Shire's diverse range of open spaces. A key intent of the Open Space Strategy is to provide sufficient basis for an Open Space Policy to be specified in the Colac Otway Planning Scheme.

A preliminary Issues and Opportunities Paper has been developed based on a Literature Review and initial consultation. A thorough communication and consultation plan has been

prepared to actively engage with the community. Initial community engagement activities have commenced and will continue throughout March.

### **Old Beechy Rail Trail**

There has been a positive response to the introduction of the Old Beechy Rail Trail Survey, with 38 respondents so far providing feedback. Comments regarding the maintenance of the trail and the type of experience it offers have been very favourable. The survey has enabled the Old Beechy Rail Trail Committee of Management to ascertain important demographic details about trail users which will be extremely useful in refining marketing actions. Feedback has been received from a mix of both local and metropolitan trail users, with many responding to the survey through the Rail Trails Australia website.

Work continues to progress well on the interpretive signage project which comprises a total of 31 interpretive signs (social history, station signs and environmental signs). Suitable historic images have been researched and permission obtained for their use in these signs from a variety of sources. The Old Beechy Rail Trail Signage subcommittee is currently compiling text for the 31 signs based on additional research, which will then be matched with appropriate images. It is anticipated that the signs will be ready for installation late April 2011.

### **Colac Skate Park Redevelopment Project**

Works for the redevelopment of the Colac Skate Park continue to remain on track to commence in late February (weather permitting). It is estimated that the duration of the works will take approximately three weeks until completion. A launch is currently in the planning stages to mark the opening of the redeveloped facility which will include skate/BMX demonstrations, competitions and giveaways.

### **2011-2012 Community Funding Program Review**

Applications for the 2011-2012 Festival and Events Support Scheme and the 2011-2012 Council Community Funding Program (which includes recreation facilities, community projects and COPACC hire assistance) will open Friday 25 March 2011.

Two information sessions will be held in Colac (4 April) and Apollo Bay (5 April) to provide potential applicants with further details about the program. Colac Otway Shire will partner with Leisure Networks who will also provide presentations at these information evenings. The Leisure Network presentation will focus on how to write a successful grant application.

## **COPACC**

### **Season Launch**

More than 200 people attended COPACC's 10<sup>th</sup> annual Colac Herald Subscription Season launch on Saturday 5 February. Early feedback to the record 23 shows on offer was extremely positive and early tickets sales are promising. COPACC has sold out two shows. COPACC is offering a barista service before and after each show during 2011.

### **Civic Hall redevelopment**

The \$650,000 project to transform the Civic Hall into a black box theatre is progressing according to planned timelines and budgets. The work is due to be completed in April.

### **Blue Water Fitness Centre**

Bluewater Fitness Centre recorded a large increase in visitation in January and February due to patrons and members returning from summer holidays. Over this period the centre finalised its term one programs which commenced in early February.

A Summer Intensive Stroke Development Clinic was trialled which ran over three days. This program proved to be a success with very positive feedback from participants wanting this program to be figured into the main stream Learn to Swim program.

The Learn to Swim program has experienced a 90 percent return rate from the Term 4, 2010 program. The program is currently operating at 95 percent capacity on teacher-student ratios. The demand on the program has been slowly increasing over the past 12 months due to the restructure of the program and the induction of more swim teachers to the Centre.

The Minnows squad (upper primary-lower secondary level) is at capacity. This program prepares participants to progress into the Colac Swimming Club. This is a very positive result as often children at this age drop out from physical activity.

The Colac College and Trinity College swimming carnivals were conducted in early February. The Centre welcomed back Trinity College after using another location for the previous two years.

Gym Personal Training had a significant rise in the January and February period compared to previous months. This has primarily occurred due to promotion in the new monthly newsletter as well as the New Year period finishing and school resuming. Furthermore, the Centre has identified personal training as an opportunity for development which will become a priority in the coming months.

The roll out of the new aerobic timetable saw a trial run of the water moves program conducted on Wednesday nights at 6.30pm. Participant numbers were better than expected at the Centre and if attendance continues at the same levels the program will be implemented as a regular fixture to the programming.

The Apollo Bay pool has been well supported by the local community and holiday makers over the summer period with reasonable patronage recorded. On a negative note, the pool has been broken into regularly and the local police have increased their surveillance of the facility.

### **Youth Council**

Interviews for Youth Councillors for 2011 were held on Thursday 10 February. Nominations were received from Colac Secondary College, Trinity College and Laver's Hill P-12 College as well as one non-school based applicant. The calibre of those interviewed highlighted the young talent in Colac district and signify another great year ahead for Youth Council.

The induction ceremony for the new Youth Council was held at Botanic Cafe and Gallery on Monday 14 February. Mayor Brian Crook presented 2010 Youth Council members with certificates of thanks and inducted 2011 Youth Councillors.

## **INFRASTRUCTURE & SERVICES**

### **CAPITAL WORKS UNIT**

#### **Cressy Shelford Road Rehabilitation**

On the 27 January 2011, the Cressy-Shelford Road Steering Committee met to discuss the Stakeholder Workshop Report from Tangent Consulting. All recommendations and questions that were raised by key stakeholders in relation to the draft plan were considered by the committee. As agreed by the committee, a number of changes will be incorporated into the next draft of the plan including refining the focus of the plan to the area managed by

the Colac Otway Shire and allowing some flexibility for prescribed burning operations, with the view of implementing less damaging works processes in the future.

The next draft of the plan is expected to be sent to key stakeholders by the end of February 2011 for their comment. This draft will be accompanied by a question and answer sheet which will explain in detail where feedback from the stakeholders was either incorporated into the plan or not.

### **Roadside Vegetation Management**

Council has recently received a number of enquiries in relation to the management of roadside vegetation. These enquiries relate to large old native remnant trees located adjacent to existing roads and in some cases, considered to restrict access for wide vehicles.

The issue presents a challenging situation due to the array of considerations including road use, appropriate road access, environmental value and significance of roadside vegetation. With this in mind, it is considered a criteria should be developed that would assess the potential risks of the tree to the road user and weigh this up against the conservation value of the tree.

From this criteria a score would be produced that would provide Council with a clear direction, on a case by case basis, which large trees could remain and be made safe, or where they could be considered a hazard and therefore removed. Officers are in the process of developing this criteria for consideration by Council.

### **Drainage Issues**

#### *Gellibrand township*

Following recent heavy rains, that resulted in minor flooding of properties within the Gellibrand township, a detailed drainage investigation was undertaken. A draft report has been completed which outlines possible actions to improve the drainage network.

The drainage network has been hydraulically appraised with possible improvements identified. Options will be considered for budget request submissions.

#### *Elliminyt area*

Officers are currently reviewing the existing Hart Street retarding basin to determine the level of effectiveness the asset provides to reduce incidents of flooding in the area along Armstrong Street, Aireys Street and Hart Street, Elliminyt. Initial reviews show the basin's functionality to be restricted due to difficulty in discharging stormwater runoff into the basin. In light of the recent storm events and the more frequent complaints received from property owners, possible improvement options to general stormwater drainage in the area are being considered for inclusion in the 10 year Capital Works and Major Projects Program.

#### *General Issues*

Due to recent rain events spanning from August 2010 through to the recent January 2011 storms, a high number of drainage complaints and queries have been received from all areas across the municipality. Most of the complaints received required detailed investigations in areas that have identified long term drainage problems including areas of Apollo Bay.

### **Capital Works & Major Projects**

The 10 year Capital Works and Major Projects Program has been updated with the recently submitted budget requests for consideration in the upcoming budget preparation.

**Alternative Heavy Vehicle Route Study**

Traffic count information is currently being collected in and around Colac to provide traffic data for the Alternative Heavy Vehicle Route Study. The traffic counters will collect information including the number of vehicles travelling along selected roads and the type and size of vehicles. The information will be forwarded to the consultants undertaking the study to give information of vehicle movements, especially relating to the current truck routes throughout Colac.

**Old Beechy Rail Trail**

As part of the Old Beechy Rail Trail project a Cultural Heritage Management Plan (CHMP) is required for the construction of the trail from Dinmont to Ditchley Park (41km – 44km). Terraculture has been engaged to prepare a CHMP for this section and is in the process of completing a draft report for consideration by Aboriginal Affairs Victoria (AAV). Physical construction works on this section of the trail will be scheduled following the approval of the CHMP by AAV.

The Contractor is on site to complete the minor works still outstanding from the works undertaken last year (Beech Forest Information Centre to Ditchley Park). This work is expected to be completed by the end of February 2011.

Other minor works undertaken include drainage improvement between Maggios Road and Cashins Road which have now been completed.

Design work for the section of the trail from Beech Forest to Ferguson has commenced.

**Colac Footpath Strategy**

The draft strategy is currently being reviewed internally, with initial reviews conducted with the Recreation, Arts & Culture and the Health & Community Services departments.

Following the review of the draft, it is anticipated that the draft report will be presented to Council prior to formal community consultation.

**Digital Television Changeover**

Digital Liaison Officer (Graham Sawyer) from the MAV commenced work in December. He will be moving around the various communities in South West Victoria to facilitate the changeover.

Recently, a series of events have resulted in unforeseen delays in the establishment of new digital services. The Taskforce understands that broadcasters are still committed to the establishment of digital terrestrial services for Apollo Bay however timeframes now have to be reassessed.

Broadcasters were required to change site location and are currently in the process of finalising a new site location. A date for commencement of the service will be confirmed by broadcasters in late February 2011. This upgrade will no longer be an Early Switchover, that is the existing analog services will continue to operate even after the new digital services commence. This means that switchover for Apollo Bay will be by 5 May 2011, which is in line with the rest of regional Victoria. ABC services are already transmitting in Apollo Bay, from a different site, and this will allow residents in the area to test whether they are ready for digital.

Currently the tower at Apollo Bay is broadcasting the remote service of Southern Cross Central and Imparja. Under the conversion proposed by regional commercial broadcasters

these services would be replaced by the digital channels of the regional Victorian broadcasters of Prime, WIN and Southern Cross.

It has become apparent that there are a number of properties in Wye River that are unable to receive a satellite signal. Unless a solution can be found, this will leave those properties in Wye River without any form of "Free-to-air" television. Advice is that the Digital Taskforce is working on finding a solution.

### **SUSTAINABLE ASSETS UNIT**

#### **Building Maintenance and Renewal**

The following works have been undertaken:

<i>Memorial Square Rotunda</i>	Replacement of the pavers in the Rotunda has commenced and is expected to be completed by late February 2011.
<i>Stonyford Hall</i>	Prior to commencing works on the upgrade of the kitchen, quotes have been sought on upgrading the power supply and internal wiring. Current power supply and wiring is not adequate for the increased load from additional appliances in the new kitchen.
<i>Cororooke Hall</i>	The Building Permit has been granted for construction of a disabled access ramp at the Hall. Quotations have been sought and works will commence shortly.
<i>Beech Forest Hall</i>	Work on renewing the south entrance to hall commenced in the week beginning 7 February 2011.
<i>Colac Visitor Information Centre</i>	Cleaning of the roof was undertaken over the weekend of 5 - 6 February 2011. Exterior painting has commenced.
<i>Rae Street Office</i>	External painting of the Rae Street office has been completed.

#### **Routine Road Inspections**

The following is a summary of the routine road and footpath network inspections completed for the month of January 2011:

<i>Rural Link Roads</i>	<p>A number of signs were found to be either damaged or missing. Trees and limbs down were also identified and guide posts missing or damaged have been replaced.</p> <p>Signs requiring replacement have been ordered and will be erected on arrival by Cosworks. Tree limbs requiring removal have been programmed by Cosworks' works crew.</p> <p>It was also noted that with the recent heavy rain events, there are instances of minor shoulder damage, embankment failure and slips that have been programmed for repair by Cosworks.</p>
<i>Rural Collector Roads</i>	A number of signs were found to be either damaged or missing, trees and limbs down were also identified and guide posts missing



	or damaged. Minor corrugations and potholes on the gravel road sections were noted and referred to the Works Program. Signs requiring replacement have been ordered and will be erected on arrival by Cosworks. Tree limbs requiring removal to be programmed by Cosworks' works crew. All missing and damaged guide posts have been replaced.
<i>Footpath Reconstruction program</i>	The footpath reconstruction program is continuing with sections in Queen Street, Bromfield Street, Dennis Street, Lyons Street, and Polwarth Street all completed. There are additional works proposed in Murray Street East.
<i>Rail Trail</i>	The full length of the Old Beechy Rail Trail has been inspected with encroaching vegetation, trees and limbs down requiring removal. Gates and signs that are damaged have been identified. Maintenance items have been programmed by Cosworks for repair.

### **COSWORKS DEPARTMENT**

**Capital Works:** Queen Street Reconstruction works 95% completed  
 Barham River Reconstruction works 50% completed  
 Hordern Vale Reconstruction works 40% Completed  
 Amiets Track Slip works Completed  
 Blue Johanna Slip works started

**Storm Damage:** Heavy rainfall created drainage issues in Colac & Elliminyt, Apollo Bay, Kennett River, Wye River, Separation Creek, Skenes Creek and Marengo which required large pipe cleaning machinery to clear obstructions. Minor flooding occurred in areas not seen in the last 15 years due to intensity of rainfall. Otway areas also required repairs to roads due to water washouts and rutting.

**Road Regrading:** Maintenance grading has decreased in all areas due to the weather conditions, with a focus on storm damage repairs.

**Road Pavement Minor Patching:** Minor patching works continues on sealed roads in all areas of the Shire.

**Gravel Road Re-sheeting:** Resheeting works will continue when the weather improves.

**Major Drainage Works:** Major drainage works have been completed in Wye River, Kennett River, Grey River and Hickeys Cutting. Works on Tuxion Road have been completed.

**Routine Drainage Works:** Routine drainage works have been undertaken in Kennett River, Wye River, Grey River, Separation Creek, Barham River Road, Leorkes Access, Wild Dog Road, Binns Road and Busty Road areas.

**Vegetation Control:** Vegetation control works have been undertaken on Sunnyside Road, Benwerrin/Mt Sabine Road, Wild Dog Road, Busty Road, Biddles Road, Broughtons Access, Morris Access, Tuxion Road, Telfords Access, Barham River Road and in Skenes Creek.

**Roadside Slashing:** Roadside slashing has been completed in Marengo, Skenes Creek, Apollo Bay & surrounds. Works have also been undertaken on Nalingal Road, Larpent Road and in Alvie, Dreeite and Cundare areas.

**Tree Maintenance:** Trimming works have been ongoing in Colac and surrounding areas.

**Township Mowing:** Township mowing continues due to rapid grass growth caused by unseasonal rain patterns. Weed spraying has occurred throughout the municipality.

**Gardens:** General maintenance of all gardens has been undertaken.

**Playground Maintenance:** Playground maintenance has been completed as per recommendations and inspections required under the playground audits.

## **MAJOR CONTRACTS/WASTE UNIT**

### **Apollo Bay Harbour – Main Breakwater Remedial Works**

The Breakwater Remediation works were awarded to Australia Project Solutions (APS) in January 2011. Announcement of this project was made through the State Government media release which coincided with the visit of Minister Dennis Napthine and Minister Terry Mulder.

The first onsite meeting has been held to discuss the project program. Consultation is being made with DSE for removal and reinstatement of part of a sand dune and associated groyne that will be affected as a result of proposed construction. At this stage the physical onsite construction is likely to commence from the beginning of March 2011.

### **Colac Aerodrome – Committee of Management meeting**

A Committee of Management meeting for the Colac Aerodrome was held on Wednesday 1 February 2011 attended by General Manager Infrastructure & Services and Manager Major Contracts. Discussion took place on flooding of hangar areas after recent rains. The flooding was caused due to a section of underground stormwater drain in need of upgrade. A submission will need to be made to the budget process for undertaking this work under the Capital Works Program. Discussion also took place on hangar lease renewal and reporting requirements to Council, proposed new hangars, ongoing maintenance works and possible projects for future budget submission and funding opportunities.

### **Notification of Planned Compliance Operation**

Advice has been received that Environment Protection Agency (EPA) will be conducting a Compliance Operation in the South West of Victoria in early February 2011. The purpose of this inspection is to ensure that Waste Management facilities are complying with EPA Licence and Conditions and identify any environmental risk issues. The EPA officers may provide 2-3 days notice or may come without any notice. Council Officers are proactive in ensuring that the waste management facilities continue to operate in a safe and efficient manner complying with EPA's licence requirements. The staff, contractor and waste management operations have been advised of EPA's proposed visit and all operations appear to be running satisfactorily.

### **Renewal of Berthing and Mooring – Apollo Bay Harbour**

Currently Council officers are undertaking the annual review of the licence renewal of all berthing and moorings. The process involves the filling out of licence renewal applications on an annual basis, payment of fees endorsed by Council, provision of insurance and registration documents and declaration that the applicant will abide with the Port Safety & Environmental Management Plan (SEMP). There are a total of 28 pen berths and 28 swing moorings allocations available at the Harbour, all of which have been fully occupied. Council

maintains a berthing/mooring register maintaining a record of all current applications and those on a waiting list for a pen/swing mooring.

### **Waste Update**

#### **Additional Kerbside Collections**

As part of the new waste contract Council contractors carried out additional kerbside recycling collections for four weeks from Christmas. Household holders were able to place their recycle bins out for collection each week for four weeks. This was well received by the community.

#### **Apollo Bay Resource Recovery Centre**

The Apollo Bay facility opened to the public on December 20, 2010. Delays have been experienced in the linking of the weighbridge system to Colac Otway Shire network. These issues relate with the speed of the link, and the Information Services team is currently working with Telstra to hopefully resolve these issues. Response from the general public has been positive especially in regard to the cleanliness and lack of litter generated.

#### **Organics Facility**

Large quantities of green waste have continued to come in during January 2011. Whilst the loads have been lighter due to grass not being as wet and heavy, the volume has been similar. Until the end of January over 900 tonne of kerbside green waste had been sent to Bio-Gro. Contamination from coastal areas has increased over the summer period especially in loads from the townships of Wye River, Kennett River and Separation Creek where contamination rates are close to 30% on visual inspection. Delays with sorting are also being experienced due to overheating problems with the loader.

#### **Barwon Regional Waste Management Group (RWMG)**

Council has received advice from DSE regarding a Regional Waste Management Group Reform restructure. The Minister for Environment and Climate Change, Ryan Smith MP, has now decided to withdraw the RWMG legislative reform bid. This decision means that the reform will be unable to proceed.

### **Tenders**

No tenders have been opened since the last reporting period.

Tenders awarded since the last reporting period are:

1006 – Enterprise Content Management System – to Civica Pty Ltd

1010 – Road Hierarchy and Heavy Truck Route for Colac – to Aurecon Group

1028 – Linemarking Services – to Supalux Group

Contract 0810 – Electricity Supply-Metered Sites with AGL Sales Pty Ltd was extended to 30 June 2013.

No tenders have been advertised since the last reporting period.

### **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	A certificate of compliance has been issued and outstanding works guaranteed with a security bond. The developer is continuing to complete all works for Stage 1.
Rankin Street Subdivision - 19 lots	Contractors have completed construction works for this subdivision. Some minor landscaping and kerb repair work are required.
Wyuna Estate Stage 11 - 24 lots	Completion of the civil works has been achieved with a compliance certificate expected to be issued shortly.
202 Pound Road Stage 1 - 13 lots	Works commenced on 2 February with excavation of the road. This subdivision ties into lots created in 2006 opposite Trinity College in Pound Road.



*202 Pound Road*

**Bituminous Sealing Works**

Sprayline has previously been awarded the sealing contract with work started. Approximately 34% of work has been completed.

**Gellibrand Landfill Rehabilitation Works**

The contractor engaged to rehabilitate the Gellibrand Landfill is currently arranging for supply of clay capping material. Approximately 1000 cubic metres of clay has been transported to the site. Completion of rehabilitation works is anticipated by about April 2011.

**Colac Botanic Gardens Footpath Construction**

Approximately 350 lineal metres of exposed aggregate footpath has been constructed at Colac’s Botanic Gardens. This is about 40% of the total project. Remaining works to be completed in the next few weeks are a viewing platform, steps and some connecting footpath.



### **COPACC Civic Hall Alterations**

BDH Constructions was previously successful in winning the contract to construct alterations to the Civic Hall in Colac and has commenced work. The works include additional storage space in a new external annex and electrical improvements to the facility. The unexpected discovery of some underground services needing relocation has provided some minor delays but practical completion should be reached in March 2011.



## **SUSTAINABLE PLANNING & DEVELOPMENT**

### **Apollo Bay Harbour Master Plan Planning Scheme Amendment**

In 2010, Council received a \$95,000 grant from the State Government under its Creating Better Places program and a contribution of \$160,000 from Tourism Victoria to prepare and exhibit a Planning Scheme Amendment that incorporates the Apollo Bay Harbour Master Plan into the Planning Scheme. Officers are currently engaging with the community to explain the project prior to appointing a project manager and commencing the process.

### **G21 Regional Land Use Plan**

Council officers are participating in the G21 Regional Land Use Plan which is currently under preparation. The Plan will identify opportunities and constraints to urban growth in the region, as well as examine the implications of future population growth for Colac and smaller settlements such as Birregurra. There will be opportunities for public input into the Plan's development early this year.

### **Draft Birregurra Structure Plan**

The closing date for submissions on the draft Birregurra Structure Plan has been extended until 30 June 2011 to allow further information sessions and engagement with interested members of the public. A Community Reference Group is in the process of being appointed to assist in this process. A public information session will be held in Birregurra in April.

### **Birregurra Neighbourhood Character Study**

In December 2010 Council resolved to prepare a Neighbourhood Character Study for Birregurra given the concerns expressed about future impacts of development through the exhibition of the draft Structure Plan, and the pending introduction of sewerage by Barwon Water. The Study will document the valued aspects of the character of the town, and develop a framework of planning controls for inclusion in the Planning Scheme to guide future decision making on planning permit applications. A Community Reference Group is currently being established for the dual purpose of further engagement with the community on the draft Structure Plan, as well as providing community input into the Neighbourhood Character Study. The tender documents are currently being prepared, and it is expected a consultant will be appointed early in April.

**Draft Forrest Structure Plan**

Public exhibition of the draft Forrest Structure Plan was completed on 17 December 2010. Several written submissions were received which generally supported the recommendations of the Plan. Officers and the consultant are reviewing the submissions prior to finalising the final draft of the Structure Plan and preparing a report for consideration by Council over the coming months. The Forrest Structure Plan will now be processed separately to the Birregurra Structure Plan following extension of the exhibition period for that Plan.

**Colac and Apollo Bay Car Parking Study**

The Issues and Opportunities Papers were exhibited to the public early in 2010 and a series of community workshops took place in Colac and Apollo Bay. Consultant AECOM has presented a draft Car Parking Strategy and Precinct Plan which will be considered by the project steering committee late February prior to its presentation for consideration by Council at the March Council meeting for public exhibition.

**Apollo Bay Future Settlement Boundary and Urban Design Review**

Consultant firm Planisphere P/L has commenced the Apollo Bay Settlement Boundary and Urban Design Review project for Council. The project is re-examining the potential for urban growth of select locations at the periphery of Apollo Bay in light of the Great Ocean Green development not proceeding, as well as urban design issues in parts of the town. A Discussion Paper produced by the consultants will be subject to public comment in March as part of the Study.

**MAV STEP Planning Process Improvement Project**

Council planning officers have commenced participation in the MAV led STEP program aimed at introducing best practice planning processes across local government in Victoria. This initiative will complement the current initiatives of the Colac Otway Shire's Planning Department to continually improve internal processes and communication methods. The early sessions have focussed on data collection and issue identification. Further workshops aimed at developing options for process improvement will be held over the coming months.

**Fire Prevention and Planning**

Council continues to inspect properties and issue fire prevention notices to properties that do not comply with the standards. Council has completed the second round of inspections and although a number of people have not complied with the notices sent to them after the first round of inspections the level of compliance is high. This is a good result given that the grass growth has been prolific this year. Where people have failed to comply contractors will be sent in to clean up the property. The landowner will then be issued a fine and an invoice for the cost of the contractor. It is critical that the land owners maintain their property at an appropriate standard throughout the fire danger period that ends on 30 March 2011.

**Neighbourhood Safer Places**

There are currently no designated Neighbourhood Safer Places in the Colac Otway Shire. This is not due to lack of effort from relevant authorities. An extensive amount of work has been undertaken to try to find suitable sites in the very high risk townships but it is a direct result of the very high fire danger in these towns that makes it very difficult to find a suitable site. It is important to highlight that even if a Neighbourhood Safer Place is established it is a place of last resort. People need to have an established fire plan that is focused on the preservation of life. The presence of a Neighbourhood Safer Place in towns should not influence fire plans. These sites should only be used as a place of last resort to go to when fire plans have failed.

**Water Tanks**

New water tanks have been installed at the Blue Water Fitness Centre and the Central Reserve. The tanks will capture rainwater runoff from the roof and use it for toilets and

showers. It is estimated that this could save up to 500,000 litres of potable water each year. The project was funded through grants from the Federal Government.

### **Animal Registrations**

Animal registration renewal forms will be sent out at the end of February. It is important that people re-register their animals to ensure that they can be returned to them if they escape and to comply with the State Government Domestic Animals Act. As a special incentive for this year, people who have never registered their animals will not be penalised for failing to do so previously if they register their animals by 10 April 2011.

### **Lake Sediment Study**

A study of the sediments in Lake Colac is currently being undertaken by Ballarat University. The project is nearing completion and a final report is expected in March. The final report is expected to be of a very high quality. It will provide analysis of what is in the sediment, the issues this creates (i.e. health and management issues etc.) and where it is not possible to make a determination based on the information gathered in this study, the report will provide guidance on what further work may be required to definitively determine what can and cannot be done with sediment in the lake.

### **Colac CBD and Entrances Project**

Consultant Planisphere P/L, together with sub consultants Aspect Studios, Urban Trans and NMBW Architects were appointed prior to Christmas to prepare an urban design framework for the Colac CBD and Entrances. This project team was successful following a competitive public tender process. The project aims to identify streetscape improvements which will increase the visual appeal and liveability of the town, and has been part funded by Regional Development Victoria.

There will be opportunities for public input into the project over the coming months and officers are in the process of establishing a Community Reference Group. Nominations were sought from interested members of the community to be represented on this group, the closing date being 4 February 2011. A separate report is in this agenda for Council to endorse the membership of the group.

### **Business Development**

The next 'On the Front Foot for Business' event will be a partnership with Otways Tourism. It is a business mentoring opportunity that will be promoted to the general business community and OT Members.

The Economic Development Unit (EDU) is developing a Business Survey to gauge business interest in sustainability initiatives, training programs, networking opportunities and government assistance. The EDU will also be surveying investment forecasts, employment prospects and general business confidence.

### **Colac Lions Park Redevelopment**

Work has commenced at the Colac Lions Park with the rendering and painting of the toilet block. The redevelopment includes new shelters, BBQ, tables and seating to replace the existing outdated infrastructure; landscaping, bollards, re-sheet of the car park, a shared pathway through the park linking it to the Colac Visitor Information Centre and new signage.

### **Trade Training Centre (TTC)**

Colac Otway Vocational Education Cluster (COVEC) has reconvened and Council's Manager Economic Development attended a State Government briefing session on the implementation program for TTC on 15 February 2011. Discussion took place regarding the scheduling of the TTC, third stage of the Colac Secondary College and the redevelopment of Bluewater Fitness Centre Stadium.

The management of this process is primarily a State Government responsibility. The Acting Principal of the Secondary College is the chair of COVEC and the College is the lead school.

### **Great Ocean Road Regional Tourism Board (GOR RTB) Implementation Committee**

Tourism Victoria Acting CEO Mark Stone is scheduled to meet with Barwon South West CEOs to break the impasse created by the inability of the region to develop a structure for the region agreeable to all parties. Due to the delay in this process, it is likely that the final result will not be achieved until after the Council budget process so any funding required by the new Regional Tourism Board will not be able to be considered within that process.

### **Tourism**

The rains since August have impacted on tourism operators in our region with the temporary part closure of the Great Ocean Road and media reports as to the current access available at any specific time. The road was never closed to Lorne. The up side of the closure was that businesses in the hinterland experienced increased traffic and expenditure.

Visitor numbers through the VICs are down on last year largely due to inclement weather, and Great Ocean Road closures. It is also likely due to the impact of the new visitor centre at the BP service centre Little River. This new centre is achieving much higher daily figures than the previous centre in Corio.

The next Geelong Otway Tourism/OtwaysTourism meeting to facilitate better integration of services has been scheduled for March 2011.

### **Former Colac High School Site Master Plan**

A consultant's brief for the development of the Master Plan has been written. Council officers are waiting on State Government approval of processes to apply for funding support.

### **Dairy Industry Support**

Colac Otway Shire through the Dairy Industry Training Group is collaborating with WestVic Dairy and Colac Secondary College in the development of an integrated dairy careers experience program and their Year 12 Agriculture/Horticulture curriculum. It is anticipated that project will be funded by the Gardner Foundation and focus on innovation and technology in modern dairy farming and milk product processing.

### **Attachments**

Nil

### **Recommendation(s)**

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

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**CONSENT CALENDAR**

**OFFICERS' REPORT**

D = Discussion  
W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                | D | W |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>CORPORATE AND COMMUNITY SERVICES</u></b></p> <p><b><u>OM112302-2 EARLY YEARS PLAN</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council adopts the Early Years Plan 2010-2013.</i></p> |   |   |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....



**OM112302-2 EARLY YEARS PLAN**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Greg Fletcher                  | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | GEN:00530    |

**Purpose**

To seek Council adoption of the Early Years Plan 2010-2013.

**Declaration of Interests**

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

**Background**

A report was presented to Council at its meeting in July 2010 recommending that Council receive the draft Colac Otway Shire Early Years Plan 2010-2014 and seek public submissions and comments on the documents.

The draft Early Years Plan 2010-2014 has been out for community feedback far longer than advised in the July 2010 meeting. This is due to the synergies between it and other plans out for community feedback during this period, not the least being the draft Public Health & Wellbeing Plan 2010-2013 which identified that *"Some of our Children are at Risk"* and recommended the goal that *"All Colac Otway children will have the best start in life to achieve optimal health, and wellbeing"*.

This extra time allowed for further conversations with stakeholders, funders and parents on early years development. Conversations with kindergartens occurred in Colac, Apollo Bay, Alvie and Birregurra. Other meetings around maternal and child health services were convened in Beech Forest, Cressy and Gellibrand.

**Council Plan / Other Strategies / Policy****Community Health and Wellbeing**

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.

Key Action 3: Develop and implement an Early Years Plan.

**Issues / Options**

A number of issues and options were raised/realised during the community consultation period. These include:

- All references of the former Colac Wesley Church site as an option for a family and children's centre have been removed from the Plan following its recent sale.
- Many 'should' words have been changed to 'will' in the commentary section of the Plan. The Action Plan reflects these changes. Clear statements by Council that it will undertake a leading role in supporting changes to the early years provision, as mentioned throughout the Action Plan, is very important.

- It is not surprising that service providers, in each level of early years development, raised issues around the preparedness of children entering their service. Schools indicated (verified through the 2009 Australian Early Development Indicator (AEDI) Index) that a number of children, especially in Colac, were vulnerable due to the low level of development they had reached prior to school entry. Similarly, kindergarten committees and teachers talked about children not being ready for kindergarten.

These comments raise the importance of partnerships within the early years service sector and the support it provides to parents.

- The term of the Early Years Plan has been reduced from 2014 to 2013. This is to reflect the next term of the new Council and match the term of the Public Health & Wellbeing Plan which will also conclude in 2013 to match the Council election cycle. This is a requirement of the *Public Health & Wellbeing Act 2009*.
- Glastonbury Child & Family Services provided a number of comments and suggestions and posed a few questions. Each has been addressed within the Plan.

### **Proposal**

For Council to adopt the Early Years Plan 2010-2013.

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

A budget request has been prepared for the 2011/12 financial year to support Council's role in the initial stages of early years development through Council's Maternal & Child Health Services. This request will be evaluated through due processes and, if successful, presented to Council for consideration.

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

There are two elements of risk that need to be highlighted if the Early Years Plan is not endorsed. The first is policy and funding related. Both State and Federal Governments have strong and revolutionary policies on improving early years development. It is anticipated that funding will ultimately be linked to evidence based data (such as AEDI results) of regions that require support to address local issues.

The second element is that the early years development vulnerability of young children in Colac, and to a lesser extent throughout the rest of the Shire, requires a high level of strategic collaboration and action. Failure to attempt to address the issues that impede early years development, when the evidence is so strong, is something that this community just cannot afford to do.

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

The main context of this draft Plan does not consider the environment or climate change.

### **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.

The community engagement methods selected have been consultation and involvement with various stakeholders including parents, early years networks, kindergarten committees, services providers and funders.

### **Implementation**

Implementation will be through internal services such as the proposal to increase support for Council's Maternal and Child Health Services; working within local early years networks to

implement changes; partnerships with other early years service providers and, most importantly, providing support for parents to understand and implement practices that provide an environment for optimum early years development for their children.

**Conclusion**

The importance of positive early years for a person's development and opportunities in later life cannot be overstated. The greatest legacy from Council for the next generation is to plan for coordinated, community based strategies and activities to support parents in their understanding of early years development and the role that they play.

In these times, the uncertainty of early years resource allocation is concerning but it must not negate a collective response to create a heightened understanding and environments that promote early years development.

**Attachments**

1. Colac Otway Shire Early Years Plan 2010-2013

**Recommendation(s)**

***That Council adopts the Early Years Plan 2010-2013.***

~~~~~\ ~~~~~





# **Colac Otway Shire**

## **Early Years Plan**

**2010-2013**

**February 2011**

## Executive Summary

This Plan will be one of a group of plans that Council provides which directly focuses on people and communities. They will provide evidence based information, guidance and direction for engaging with and supporting people. These plans will focus on issues such as:

- life stages from early years to young people, as young parents and through to the older years in life;
- health and wellbeing; and
- access, equity and inclusion.

This Early Years Plan has been prepared following extensive conversations with the community, service providers, early years networks, kindergartens and parents. The basis for these conversations comes from evidence based information such as the results from the early development vulnerability of children (Australian Early Development Indicators (AEDI)); early years providers statistics of attendance and services provided; surveys; and indicators.

It is clear that children within Colac Otway, especially in Colac, have a level of vulnerability when commencing school. This vulnerability is the lack of personal development in one or more domains that focus on physical health and wellbeing; social competence; emotional maturity; language and cognitive skills; and communication skills and general knowledge.

The importance of positive early years for a person's development and opportunities later in life cannot be overstated. The greatest from Council for the next generation is to plan for coordinated, community based strategies and activities to support parents in their understanding of early years development and the role that they play.

Actions have been identified to promote early years development. These actions include:

- Research and Strategic Planning.
- Setting up a review and auditing process to better understand attendances and usage of early years services.
- Developing community based strategies.
- Understanding and implementing government policy changes and their implications.
- Developing facilities that best provide for current needs.
- Developing the local early years workforce.
- Addressing AEDI results.
- Strong partnerships within the early years sector.
- Implementing place based strategies.



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## Section One - Introduction

### 1.1 Aim and Objectives of the Plan

The aim of the Plan is to provide Colac Otway Council with a strategic framework for the future provision of early years services and facilities in the Shire for the next 4 years. Its key objectives are to:

- Analyse the demand for early years programs in the Shire and identify implications for the future provision of early years facilities.
- Describe the policy and legislative environment that early years services and facilities operate in.
- Describe the profile of services and facilities required to meet current and future demand and respond to the changing external environment.
- Identify the actions required over the next 4 years to deliver or facilitate the provision of these services and facilities, including partnering with other providers.

It should be noted that even though the Plan will have a 4 year span (2010-2014), the successful implementation of the recommendations will have implications for early years provision for the next decade and beyond.

### 1.2 Project methodology

The project methodology included the following steps:

- A description of the characteristics of the Shire's infant and child population.
- A description of the early years services and facilities that currently or are planned to operate in Colac Otway Shire.
- A review of the status of the recommendations made in Council's 2005-2008 Early Years Plan.
- A review of the policy and legislative environment that Council's early years programs will operate in over the next 5-10 years.
- An analysis of the implications of this environment for early years provision in the Shire.
- Consultation with Council staff and other key stakeholders/providers about early years provision, what improvements/enhancements are required and how Council should respond to the changing policy and legislative environment.

### 1.3 Definition of terms

For the purposes of this report, early years programs and provision refers to facilities and services provided by Council and other agencies to support young children 0-8 years and their families.

## Section Two - Shire's Early Childhood Population

### 2.1 Introduction

The Section describes the characteristics of the Shire's infant and young child population and discusses the implications of these characteristics for early years provision in the Shire.

### 2.2 Early Childhood Profile 2007

The following information is derived from the Shire of Colac Otway's Early Childhood Community 2007 produced by the Department of Education and Early Childhood Development. The profile provides:

- Demographic information on the Shire's families and child population.
- Data on the Shire's early childhood indicators (breast feeding rates, maternal and child health participation rates etc) compared to the rest of Victoria.
- Data on the Rural Victoria's health and well-being survey results with comparisons to Metropolitan Melbourne and Rural Victoria.

#### 2.2.1 Key characteristics: Family and Child Demographics in Colac Otway Shire

The key characteristics of the Shire's family and child populations are as follows:

- In 2006, the Shire's population was 21030. 2355 people or 11.2% of the population were aged 0-8 years. This was slightly higher than the proportion for metropolitan Melbourne (11.1%) and slightly lower than Rural Victoria (11.4%).
- The Shire had 1330 families with children aged 0-8 years. 20% of Colac Otway families were single parent compared to 17% for the whole of Victoria.
- The median net income of the Shire's couple families was significantly lower than Melbourne families. The income of single parent families was similar.
- Colac Otway had a high proportion of families where no parent had completed a Year 12 education.
- Colac Otway had a lower proportion of families from a non-English speaking background than Rural Victoria and Metropolitan Melbourne.
- Colac Otway Shire is a comparatively disadvantaged municipality. It is the 17<sup>th</sup> (of 79) most disadvantaged municipality in Victoria under the ABS SEIFA Index (this index measures a range of attributes including low income, low educational attainment, high unemployment etc). The Colac Statistical Local Area is particularly disadvantaged.

## 2.2.2 Early Childhood Indicators

The indicators examine a number of health, well-being and education outcomes. They contrast the Shire's performance in 2006 with its performance in 2002 and against Melbourne and Rural Victoria for the same years.

The results indicate that the Shire enhanced its performance in the following areas:

- Breast feeding rates improved considerably between 2001 and 2006 – from 5% below the Melbourne and Rural Victorian rates to 5% above.
- Participation in the maternal and child health program improved markedly and was higher in 2006 than Melbourne and Rural Victoria. The figure for the 3.5 years consultation was much higher than Melbourne (by 5%) and jumped from 50% in 2001 to 64% in 2006.
- The Shire's immunisation rates increased slightly and remained just above the rates for Melbourne and Rural Victoria.
- The rate of child protection notifications in the Shire increased significantly in the period 2001-2003 but fell sharply in 2004-2006. The notification rate of 20% in 2006 was significantly less than the figure for Rural Victoria (34%). This has been due to increased child protection services provided at Colac Area Health.
- The rates of hospital separations for asthma fell dramatically from 9 per 1000 children in 2002 to 3.6 per 1000 in 2006. The Shire's rate dropped from well above those for Rural Victoria and Melbourne to well below.

The Shire's performance declined in the following areas:

- The participation rate in preschool fell markedly between 2001 and 2005 from 108% (which indicates children were coming from outside the Shire and/or some children were returning for a second year) to 87% in 2006, but, it did increase to 98% in 2009.
- The literacy and numeracy skills of Prep and Year 1 and 2 children in Colac Otway declined between 2002 and 2006 but remained slightly above those for the whole of Victoria.

## 2.2.3 Health and Well-Being Survey

This survey contrasted the health and well being status of Rural Victorians to people living in Melbourne. The results indicated the following:

- Rural children had better outcomes in the following areas – physically active; nutrition; positive family functioning; safe from environmental toxins and levels of crime.
- Rural children had lesser outcomes in the following areas - respiratory health; oral health; mental health status; bullying; exposure to a healthy adult lifestyle; family capacity to pay for essentials and accessible local recreation spaces and activities.

### 2.3 AEDI Index: Colac Otway Shire






The Colac Otway Australian Early Development Indicator (AEDI) Index results from 2009 provide a comparison of the level of development of Colac Otway children (prep year students) with G21 municipalities and Victoria. The Index measures five developmental areas: physical health and wellbeing; social competence; emotional maturity; language and cognitive skills; and communication skills and general knowledge.

A comparison of the Index results within Colac Otway Shire and compared to other municipalities in the G21 region and Victoria indicates the following:



**Table 1** – AEDI enrolment rates at kindergarten were high across all three areas.

| 2009   | Apollo Bay | Colac | Elliminyt |
|--|------------|-------|-----------|
| Enrolment in Pre-school the year prior entering school | 100%       | 99.2% | 94.7%     |

**Table 2** – Colac has a significantly higher proportion of vulnerable children in all developmental areas compared to Apollo Bay and Elliminyt.

| 2009   | Apollo Bay | Colac | Elliminyt |
|--|------------|-------|-----------|
| Number of Children surveyed  | 28         | 138   | 31        |
|  Physical health and wellbeing                | 0%         | 11.3% | 0%        |
|  Social competence                            | 0%         | 17.7% | 0%        |
|  Emotional maturity                           | 0%         | 9.7%  | 0%        |
|  Language and cognitive skills (school-based) | 0%         | 5.7%  | 0%        |
|  Communication skills and general knowledge   | 5.6%       | 16.1% | 0%        |

**Table 3** - Colac has a higher level of vulnerability in one, two or more domains.

| 2009   | Percentage of children developmentally vulnerable |       |           |       |          |
|--|---|-------|-----------|-------|----------|
|  | Apollo Bay  | Colac | Elliminyt | COS   | Victoria |
|  Children developmentally vulnerable on one or more domains of the AEDI | 5.6%  | 29.8% | 0%        | 23.6% | 20.2%    |
|  Children developmentally vulnerable on two or more domains             | 0%  | 14.5% | 0%        | 12.9% | 10.0%    |

**Table 4** – 2007 AEDI Index results provide the opportunity to note the changes that have occurred over a two year period.

| 2007  | Percentage of children developmentally vulnerable |       |           |       |         |           |
|---|---|-------|-----------|-------|---------|-----------|
|   | Apollo Bay  | Colac | Elliminyt | COS   | Geelong | Australia |
| <i>Children developmentally vulnerable on one or more domains of the AEDI</i> | 26.9%   | 35.1% | 29.6%     | 28.3% | 17.1%   | 26.0%     |
| <i>Children developmentally vulnerable on two or more domains</i>             | 19.2%   | 17.6% | 17.6%     | 14.7% | 10.0%   | 11.9%     |

**Table 5** – Colac Otway Shire compared to G21 Local Government Authorities and Victoria

| 2009                                       | Colac Otway         |                                       | Geelong             |                                       | Surf Coast          |                                       | Golden Plains       |                                       | Victoria            |                                       |
|--|---------------------|---------------------------------------|---------------------|---------------------------------------|---------------------|---------------------------------------|---------------------|---------------------------------------|---------------------|---------------------------------------|
|  | % children on track | % children developmentally vulnerable | % children on track | % children developmentally vulnerable | % children on track | % children developmentally vulnerable | % children on track | % children developmentally vulnerable | % children on track | % children developmentally vulnerable |
| Physical health and wellbeing              | 63.1%               | 10.8%                                 | 83.6%               | 6.3%                                  | 91.8%               | 4.7%                                  | 87.5%               | 6.4%                                  | 80.7%               | 7.7%                                  |
| Social competence                          | 76.3%               | 13.3%                                 | 76.1%               | 8.2%                                  | 82.7%               | 3.5%                                  | 82.2%               | 7.1%                                  | 77.6%               | 8.4%                                  |
| Emotional maturity                         | 80.5%               | 7.0%                                  | 76.7%               | 7.7%                                  | 81.8%               | 5.9%                                  | 80.0%               | 7.3%                                  | 77.3%               | 8.3%                                  |
| Language and cognitive skills              | 86.3%               | 4.98%                                 | 83.6%               | 5.25%                                 | 88.6%               | 3.3%                                  | 80.0%               | 7.3%                                  | 65.5%               | 6.1%                                  |
| Communication skills and general knowledge | 59.3%               | 12.0%                                 | 77.7%               | 7.6%                                  | 86.8%               | 2.9%                                  | 81.8%               | 6.8%                                  | 59.2%               | 8.3%                                  |

## 2.4 Population projections (Early Years)

Tables 6-8 provide data on the projected population sizes for the target age cohorts for early years services. The figures have been derived from the population profile produced for Colac Otway Shire by demographers, iD Consulting.

The projections for the M&CH target age cohort indicate that:

- The 0-3 population across the Shire will increase by 190 by 2030. This is a modest overall rise in demand equating to four M&CH sessions or 0.4 of a single nurse (based on a client load of 520 children (0-3 years) per full time nurse per annum).
- Demand will remain about the same in the rural areas but rise in Colac-Elliminyt and Great Ocean Rd – Otways.

**Table 6 – Projections: Target age cohorts M&CH service**

| Area                     | M&CH 0-3 years |             |             | Increase   |           |
|--------------------------|----------------|-------------|-------------|------------|-----------|
|                          | 2009           | 2015        | 2030        | Number     | %         |
| Colac – Elliminyt        | 596            | 664         | 735         | 139        | 23        |
| Rural North              | 147            | 134         | 139         | -8         | -5        |
| Rural South              | 145            | 154         | 154         | 9          | 6         |
| Great Ocean Rd – Otways  | 113            | 138         | 164         | 51         | 45        |
| <b>Colac Otway Shire</b> | <b>1001</b>    | <b>1090</b> | <b>1192</b> | <b>191</b> | <b>19</b> |

The projections for the preschool target age cohort indicate that:

- The 4 year old population across the Shire will increase by 44 by 2030. This rise in demand, although modest, equates to 1 additional preschool.
- The additional demand will mainly come from Colac-Elliminyt (37 children).

**Table 7 – Projections: Target age cohorts Preschool**

| Area                     | Preschool 4 years |            |            | Increase  |           |
|--------------------------|-------------------|------------|------------|-----------|-----------|
|                          | 2009              | 2015       | 2030       | Number    | %         |
| Colac - Elliminyt        | 152               | 169        | 189        | 37        | 24        |
| Rural North              | 41                | 38         | 40         | -1        | -2        |
| Rural South              | 45                | 40         | 41         | -4        | -9        |
| Great Ocean Rd - Otways  | 32                | 36         | 44         | 12        | 38        |
| <b>Colac Otway Shire</b> | <b>270</b>        | <b>283</b> | <b>314</b> | <b>44</b> | <b>16</b> |



The projections for the general early years age cohort (0-6 years) indicate that:

- The 0-6 years population across the Shire will increase by 342 by 2030. This is a small rise but suggests that demand for all early years services will continue to grow and more child care places, support programs etc will be required.

**Table 8 – Projections: Target age cohorts General Early Years Services**

| Area                     | Playgroups, early intervention services, long and occasional child care, support services, family day care 0-6 years |             |             | Increase   |           |
|--------------------------|--|-------------|-------------|------------|-----------|
|                          | 2009   | 2015        | 2030        | Number     | %         |
| Colac - Elliminyt        | 1051   | 1170        | 1306        | 255        | 24        |
| Rural North              | 273  | 253         | 262         | -11        | -4        |
| Rural South              | 266  | 277         | 279         | 13         | 5         |
| Great Ocean Rd -Otways   | 211  | 247         | 296         | 85         | 40        |
| <b>Colac Otway Shire</b> | <b>1801</b>  | <b>1947</b> | <b>2143</b> | <b>342</b> | <b>19</b> |

## 2.5 Implications

The implications of the above data for early years provision in Colac Otway Shire are as follows:

- Some communities in Colac Otway are disadvantaged. The median net income of couple families is comparatively low, the proportion of sole parent families is higher than that for the rest of Victoria and education attainment for parents is lower. The SEIFA index confirms this disadvantage, rating Colac Otway the 17<sup>th</sup> (of 79) most disadvantaged municipality in Victoria. This disadvantage has implications for early years service provision. - overall demand for services is higher and the proportion of complex cases is greater. It is critical that services are affordable and physically accessible.
- Breast feeding and maternal and child health participation rates in the Shire have increased significantly in recent years. These were focus area in the 2005 Early Years Plan. Council should continue its focus on these programs in order to maintain or even improve on these good participation rates.
- The 2009 AEDI Index suggests that the participation rate of 4 year olds in preschool is at a high level. This is pleasing and reverses the previous 2007 AEDI Index results indicated poor attendance, which at the time were contrary to the belief of preschool providers. The implementation of the actions recommended in the UAECE report should assist in maintaining, and hopefully improve attendances, especially for vulnerable children, in the future (see Section Five for more information of the UAECE report). The Universal Access Capacity Report provided by Council to DEECD in April 2010 has suggested the need for independent research into participation and attendance rates.

- The 2009 ADEI Index results for Colac Otway in Table 5 are generally worse than the rest of the G21 Region and Victoria due to the high percentage of vulnerable children in Colac as shown in Table 2. It is worth noting that a comparison of results in Tables 3 and 4 indicate that the percentage of vulnerable children in Colac, Apollo Bay and Elliminyt has decreased between 2007 - 2009. Council should give consideration to further researching the vulnerability status of children in Colac and take measures to address any areas of concern.
- The AEDI results indicate that the development status of Colac Otway children is below that of children in the G21 region and Victoria in general. The results identify a higher level of children in Colac to be specifically vulnerable in physical health and well being; social competence; and communication skills and general knowledge. It is suggested that all service providers, especially in Colac, review and discuss these results with a collective resolve to address indicators with low levels of children on track and high levels of vulnerability.
- The demand for early years programs will increase modestly over the next 20 years. Most of the increase in demand will occur in Colac-Elliminyt and Apollo Bay. Existing services in these areas may have the capacity with some modification or expansion (e.g. the addition of a preschool room) to cater for this additional demand. If not, new facilities may be required.

## **Section Three - Service and Facility Profile**

### **3.1 Introduction**

This section lists the existing planned early years services and facilities that operate in the Shire and identifies gaps in service and facility provision.

### **3.2 Services**

A diverse range of early years services operate in Colac Otway Shire (see Appendix A for a list of services and providers).

There are more than 20 services providers operating in the Shire. The major providers are Colac Area Health, Colac Otway Shire Council, Glastonbury Child and Family Services, Gateway Support Services and Otway Health and Community Services. Many of the services are permanently located in the Shire, some are outreach services.

There appears to be little duplication of services. However, the providers indicate that there are some service deficiencies – these include child speech therapy and dental services across the Shire and obstetric/pediatric services in Apollo Bay (see Section Six – Consultation Outcomes).

### **3.3 Facilities**

More than 20 facilities across the Shire are used for the delivery of early years programs (see Appendix B). These facilities are owned by a range of agencies and groups including schools, Council and government agencies. Council is the major owner in terms of the number of facilities.

Most of the facilities are considered to be in good condition and reasonably fit for purpose even though they are ageing. Many are single purpose venues and not integrated with other facilities. Some facility providers are finding it increasingly more difficult (e.g. preschool committees) to maintain their facilities.

### **3.4 Significant projects**

- Colac Otway Shire, in partnership with other family and children service agencies, is continuing discussions around the development of an integrated family and family and children services centre. It has been proposed will provide facilities for visiting

services, childcare, maternal and child health, training, playgroups and support groups.

Council, as outlined in this Plan supports a collaborative and strategic approach to early years service development and the ongoing participation of families in early years services.

An opportunity to examine the use of primary school multipurpose rooms as family and children service centres was raised at a early years planning session in June 2010. This will be identified as an action in this plan.

- Council has been funded by DEECD to research the capacity of local kindergarten services to increase the hours/week for 4 year olds from 10 to 15 by 2013. This increase in hours and a higher level of training for staff are fundamental in this development known as Universal Access. Our research has identified a number of issues that need to be addressed. These include:
  - The need for strategic and innovative approaches to support the implementation of Universal Access.
  - Provide for an equitable, accessible and inclusive service system for the early years development and educational requirements. This will include revisiting the introduction of Cluster Management.
  - In partnership with existing kindergarten educators, committees and families, review and develop systems, governance, infrastructure and training that will support and underpin Universal Access.
  - Leadership from Local Government to facilitate the change management process.
  - Building and Facility Assessments to provide kindergartens and early years services the capacity to plan for increased hours.

The Universal Access implementation process provides an opportune time to link into DEECD policy direction on the 0 to 18/24 model and Building Family Partnerships and Investment Directions for the early years.

- DEECD staff have provided local kindergartens with their opinion that Cluster Management will be a prerequisite for continued funding in the future. Kindergartens will have a window of opportunity over the next year or so to research and develop a model of Cluster Management that is supportive and responsive to local early years needs. Colac Otway Shire will be an integral proponent in ensuing that conversations continue between early years providers and regular communication of issues occurs.

These ultimately leading to the development and implementation of Cluster Management.

### 3.5 Implications

- A large number of early years service providers operate in the Shire. It is important that these services communicate well, understand each other's roles and not duplicate service delivery. Effective networks of providers have been established. It is critical that resources are optimized and focused on best practice models. This could be achieved by reviewing the alignment of services, modifying Position Descriptions accordingly, developing a joined-up, localized early years strategy that delivers proactive and responsive services. This strategy being founded on and complementary to regional, state and national planning and policy direction.
- A large number of early years facilities also operate in the Shire. Most are maintained in good condition but some are owned/managed by community groups with limited resources. Consideration needs to be given to conducting an overall condition assessment of early years facilities in the Shire and together with the owners/managers developing an asset management plan for Council and non-Council facilities.
- Many of the facilities are single purpose and stand-alone. Many are also ageing. Options for modernising and integrating facilities in the long term should be investigated.
- Council will lead local providers in advocating for new and expanded services in the Shire, particularly in program areas where gaps or deficiencies exist.
- Council will continue its leading role in facilitating for and planning with providers and families for the development of a joined-up and strategic approach to enhance early years development. Universal Access, Cluster Management and addressing childhood vulnerability within Colac, as identified in the AEDI results, are key issues for action.

## Section Four - Status of Early Years Plan 2005-2008

### 4.1 Introduction

This section reviews the status of the recommendations contained in the Council's original Early Years Plan.

### 4.2 Status of recommendations

The recommendations made in the Early Years Plan 2005-8 are listed in full in the table in Appendix C. The table also contains an audit of the current status of the recommendations – i.e. whether they have been completed or are no longer current.

The primary objectives of the recommendations were to:

- Put in place mechanisms for the various service providers to communicate with each other more effectively.
- Build relationships and explore partnerships between service providers.
- Address areas of special concern e.g. post natal depression.
- Increase participation rates in early childhood programs.

The recommendations with a few exceptions have been successfully implemented. The directory of services has been completed and regularly updated. The early childhood network is operating effectively, respite care hours have increased and post natal depression support groups have been established. Participation rates in the maternal and child health program and immunisation programs have increased, day care programs have been expanded and the child nutrition project has been conducted.

Actions which have not been implemented include reviewing the processes for the recruitment, training and retention of preschool staff, exploring cluster management of preschools and introducing a mentor program for children without dads. According to early years service providers, staffing issues and cluster management still remain important issues and should be addressed in this Plan.

## Section Five - Policy and Legislative Environment

### 5.1 Introduction

This section:

- Describes the State and Federal Governments' key policy and legislative directions with respect to early years provision.
- Analyses the impact of these directions on Council's early years service and facility provision.
- Discusses the initial actions that the State Department of Education and Early Childhood Development, MAV and Councils are taking in response to the new directions.

### 5.2 Legislation and Policy Documents

The Federal and State Government are heavily involved in the planning, funding and regulation of early years programs. In recent years, both the State and Federal Governments have **substantially** strengthened their focus on the educational aspects of early years service provision and providing universal access to services. The key and policy documents and legislation that are driving this focus are:

#### **Policy**

- Federal Government (COAG) - *A National Framework for Early Childhood Education and Care: A Discussion Paper*, August 2008.
- Federal Government (COAG) – *Investing in the Early Years - A National Early Childhood Development Strategy* 2009.
- Federal Government – *Belonging, Being and Becoming: An Early Years Learning Framework for Australia: Draft for Trial*, February 2009.
- State Government – *Blueprint for Education and Early Childhood Development*, September 2008.
- The Maternal and Child Health Service *Key Ages and Stages Project, Steps Forward* 2008.
- State Government – *Every child, every opportunity – Kindergarten Cluster Management* December 2009.
- The Victorian Early years Learning and Development Framework.
- The Commonwealth Family-School Partnerships Framework – *A Guide for Schools and Families*
- State Government – *Growing, Learning and Thriving: Building on Victoria's Achievements in Early years*

### **Legislation**

- Proposed changes to the Children Services Regulations and Operational Guidelines relating to staff/child ratios at licensed children services venues.
- The regulation of the Family Day Care program.

### **5.3 Policy and legislative directions**

The policy and legislative directions contained in the above documents and the implications of the directions for early years provision in Shire are discussed in detail in Appendix D. The directions that will have a major impact on Council service delivery and resources are as follows:

- ***Increasing preschool access from 10 to 15 hour hours per week for all 4 years old by 2013.***

Children currently have access to 10 hours of preschool per week. An additional 5 contact hours per week could have significant infrastructure, human resources, program provision and cost implications. Session times for the two 4 year old groups would have to be longer than they are now. Two sessions of 7.5 hours and three of 5 could be required. As a result, a single room centre running three 4 year old groups would need to terminate one of the groups because there would be no time for the group. A single room centre providing two 4 year old groups and one 3 year old group or general playgroups may have to terminate the 3 year old or play groups, reduce their hours and/or shift them to unsuitable time slots. On top of the cost of paying teachers' and assistants' wages for the 5 additional hours, extra staff may be required to cover lunch breaks.

Very preliminary discussions have been held with Colac Otway pre-schools regarding the implications of the 15 hours of preschool for their centres. The Shire and the preschool committees will need to identify these implications and assess the capacity of existing preschools to cater for these extra hours. They will then have to develop a strategy to introduce the change and manage its consequences (e.g. displaced 3 year old groups or play groups).

- ***Reducing staff/child ratios in licensed children services facilities***

The changes to child staff ratios are shown below (note: the changes for the 0-3 year olds has been legislated and will come into force in 2012. The changes for the over 3s has not as yet been legislated but it is expected they will come into force between 2013 and 2016).



Table 9 – Proposed changes to staff/child ratios

| Source                                      | Age groups   | Current ratio  | New ratio  | Status  |
|---|--------------|--|--|---|
| Victorian Children's Service Regulations    | 0-3 years    | 1 staff member: 5 children<br>Qualified staff member: 15 children      | 1 staff member: 4 children<br>Qualified staff member: 11 children                      | Legislated and to come into force in 2012   |
| COAG National Early Childhood Reform Agenda | Over 3 years | 1 staff member: 15 children<br><br>Qualified staff member: 30 children | 1 staff member: 10, 11 or 12 children<br>Qualified staff member: 20, 22 or 24 children | 1 staff member: 11 is the favoured position.<br>Out for public comment but expected to be introduced sometime between 2013-2015 |

These changes will have significant operational and facility implications for childcare centres and preschools – essentially they could reduce capacity and increase operational costs.

Take the scenario of a preschool that is licensed for 28 places and currently runs two 4 year old groups with 28 children each. It could react to the introduction of the new ratio in two ways – a) reduce group sizes to 22 and effectively reduce the capacity of the centre by 12 children or b) engage an extra staff member and retain 28 children in each group. Either way the implications are costly – under a) the 12 children displaced would have to be accommodated elsewhere. Additional staff would be needed and extra facilities may be required. Under b) an additional staff member would be required but instead of looking after 11 children they would be looking after 6. No extra facilities would be needed

A similar situation would prevail at childcare centres where child numbers would fall or staffing costs would increase.

Preliminary discussions have been held with preschool providers about the changes to ratios. More comprehensive discussions will need to be held and a strategy devised to successfully introduce the changes.

- ***Maintaining at least a 95% enrolment rate of 4 year olds at preschool***

Council together with other preschool providers should measure the enrolment rate and if below the 95% figure develop a strategy to increase enrolment numbers. The Universal Access Capacity Report outlines a number of strategies to increase participation rates with children enrolled in kindergartens.

- ***Increasing the rate of attendance at and contact hours of disadvantaged children at preschool***

Council completed a study into the barriers preventing children and families from participating in early years services including preschool (Colac Universal Access to Early Childhood Education Project - Report 2009). The Study found that some barriers do exist for children to attend preschool. These barriers include cost, lack of knowledge about services, cultural issues, lack of support for children with special needs (see Appendix E for the full report and its discussion paper).

The Study recommended that Council take the following actions to address these barriers:

- Develop a local preschool brochure (see Appendix F).
- Undertake cultural awareness training to support Sudanese, Chinese and other cultural groups that are residing in Colac in moderate numbers.
- Develop and submit an application to appropriate funding bodies for a Kindergarten Support Position with would include the support role to assist children of new migrants enrolling and attending kindergartens in Colac Otway.
- Develop an application for a Sudanese Support position.
- Monitor preschool enrolment and attendance rates, with the support from kindergartens and DEECD, on an annual basis. The most appropriate and meaningful method will be developed from future conversations with these partners.

These actions should be implemented and will contribute to the Shire maintaining the 95% preschool enrolment target.

- ***Providing access for at risk 3 year olds to 4 year old kindergarten***

The State Government Early Start program for at risk 3 year olds known to Child Protection, as well as new migrants/refugee children, children from Culturally and Linguistically Diverse (CALD) families and indigenous children will in some cases increase demand at some kindergartens.

- **Requiring all licensed centres to have at least one degree qualified teacher and all their early childhood staff to have post secondary school qualifications by 2014**

The qualifications of existing preschool teachers and other early childhood staff will need to be reviewed and where necessary updated to meet these requirements. Consideration should be given to requiring all new teaching staff to hold degree qualifications or be prepared to give an undertaking to upgrade their qualifications prior to 2014. Other early childhood staff without the specified certificate level qualifications should be required to do the same.

COAG has developed a national workforce, whilst DEECD has developed a statewide strategic plan to address the issues of qualifications. Although Council is not a direct preschool service provider it has a role of advocacy to for an equitable distribution and an appropriate number of suitably qualified staff are available for all preschool children within Colac Otway.

**Table 10 – Timelines for changes to funded preschool hours and staff ratios and upgrade of qualifications**

| 2011  | 2012   | 2013   | 2014   | 2016  |
|---|--|--|--|---|
| All funded preschool programs to offer at least 10.75hours/per week | Child: staff ratios change for 0-3 years to 1: 4 | All funded preschool to offer 15 hours of preschool per week | All licensed centres to have at least one degree qualified teacher.<br><br>All other staff to have at least certificate qualifications | Child: staff ratios change for over 3 year olds to 1:11 (ratio still to be finalised) |

- **Increasing the number of preschools offering extended hours**

The demand for and practicality of extending preschool hours by co-location, pooling resources and introducing cluster management need to be considered alongside the roll-out of Universal Access.

- **Co-locating and integrating early years services**

Colac Otway Shire, in partnership with other family and children service agencies, is continuing discussions around the development of an integrated family and family and children services centre. It would be ideal for Colac to have a centre that provides

facilities for a number of early years services including visiting services, childcare, maternal and child health, training, playgroups and support groups.

Council supports a collaborative and strategic approach to early years service development and the ongoing participation of families in early years services. Council will continue to seek opportunities for service/facility integration in other towns and villages within the Shire.

Service/facility integration remains a major consideration of the State and Federal Governments' early years reform agenda. Developing integrated centres and hubs has replaced the focus on single purpose, stand alone facilities.

- ***Development of National Early Years Learning Framework 0-8 years/Increasing the proportion of children entering school with basic skills for life learning/Reducing the proportion of children entering school with emotional and behavioural problems.***

The Framework will identify learning targets for children at each year level from 0-8 and outline the basic skills that are needed for lifelong learning and the strategies needed to prepare children for school.

Early years services will have responsibility for ensuring that these learning targets are achieved and that children are ready for school. The efforts of all these services and groups will need to be coordinated to achieve the best outcomes. The State and Federal Governments will provide professional development under the workforce training strategy.

- ***Expanding the role of local government in early years service planning***

The State Government is encouraging local government to take on a more prominent role in early years planning, particularly over the next few years as it works with the Federal and Local Governments to introduce the early years reform agenda.

Colac Otway Council is already involved in early years planning but it should and needs to be more active. It is best placed of all the agencies in the Shire to be the main service planner and information provider because of its legal status, broad responsibilities, current involvement in service and facility provision and facilitation and strong reputation in the community. However, to be effective, it will need to adequately resource this planning role.

- **Cluster Management**

The Minister for Children & Early Childhood Development, Maxine Morand, MP has overseen the release of the new policy framework for kindergarten cluster management. This new policy framework reinforces kindergarten cluster management as one of the key platforms for the implementation of early childhood education and care in Victoria.

#### **5.4 Initial responses of DEECD, MAV and Councils**

DEECD and the MAV recognise that the early years reform agenda will have substantial implications for local government and local communities, particularly the policy of Universal Access to preschool and the increase in preschool contact hours. To help local communities plan for these changes, DEECD has provided planning grants to Councils to firstly assess the demand implications of the changes in their municipalities and secondly determine how this demand could be met. The MAV will coordinate the program statewide.

A number of councils have already taken action to assess the implications of the full national reform agenda including the legislative change to staff/children ratios. These Councils have large early years programs and have acted early so that they can have as much time as possible to implement what could be a significant facility response.

## Section Six – Consultation Outcomes

### 6.1 Introduction

The purpose of the consultation process was to get the views of key service planners and providers on the positive and negative aspects of early years service and facility provision in the Shire and what improvements could be made.

### 6.2 Consultation outcomes

The key service planners and providers were asked to respond to the following questions (where relevant):

- What are positive features of early years service and facility provision in the Shire?
- What are the deficiencies in provision?
- How can Council best support the programs offered by the service providers?
- What are the priorities with respect to early years provision?
- What should Council focus on?

The following groups/organisations were consulted:

- Colac Otway Shire Council – Community Services Staff
- Colac Area Health
- Otway Health and Community Services
- Glastonbury Child and Family Health Services
- Gateway Support Services
- Colac Neighbourhood Renewal Program
- Department of Education and Early Childhood Development (Geelong)
- Department of Planning and Community Development (Geelong)
- Colac Specialist School
- Capacity Consulting

A summary of their comments is as follows:

#### ***Positive features of early years provision***

- The strong and cooperative relationship between service providers.
- Well supported early childhood networks.
- The good spread of providers and little duplication of services.

- Some successful new and effective programs – HIPPIY, PLAY and CLICK.
- An area health program with a strong interest in early years service provision.
- Skilled, competent and innovative staff working across early years programs.
- Well maintained and located early years facilities – preschools, childcare centres and maternal and child health centres.
- The strong commitment of Council to M&CH and family day care provision.
- The willing participation of schools, Councils and other providers in the AEDI process and the determined and strong response of providers to the findings.

### ***Gaps/ deficiencies/concerns***

- Lack of some services – e.g. dental and speech pathology services for early years and primary school children across the Shire, pediatric/obstetric services in Apollo Bay.
- No formal involvement of Council in long day care provision or planning.
- People on low incomes and/or without cars having difficulty accessing services in Geelong and Colac.
- Ageing and dated early years facilities.
- Lack of an integrated early years hub in Colac.
- Lack of integrated facilities across the Shire.
- Lack of cluster management of preschools.
- Lack of upgrade/ maintenance plans for preschools.
- Lack of long term facility planning.
- The sustainability of early years services in Apollo Bay (M&CH, childcare, preschool, primary school).
- Lack of involvement of schools in early years planning.

### ***Council support to early years providers***

- Undertaking strategic planning with other providers.
- Introducing best start model of community development.
- Advocating on behalf of other service providers.
- Supporting funding applications.
- Keeping providers informed of Council activities.
- Championing service integration.
- Agreeing to M&CH operating from proposed Colac Family and Children Services Centre.
- Supporting early years networks.

**Council's focus and priorities**

- Leading change and innovation.
- Coordinating service planning and information provision.
- Advocating for and supporting the development of the proposed child and family services centre in Colac.
- Encouraging early years providers in Geelong to use the proposed child and family services centre in Colac as a base.
- Advocating for new and/or expanded services across the Shire – speech pathology, obstetric services in Apollo Bay.
- Continuing to support the Early Years Provider Networks.
- Generally managing the implementation of the early years reform agenda. In particular, together with other preschool providers and DEECD, assessing in detail the facility and financial implications of and developing an implementation (facility/funding/training) strategy for the proposed increase in preschools hours (from 10 to 15 hours), reduction in staff to child ratios in licensed centres and enhanced requirements in relation to qualified staff.
- Developing a long term early years facilities strategy which ensures that there are sufficient facilities to cater for future demand and examines opportunities for service/facility integration.
- Encouraging preschool providers to agree to cluster management and taking on this role.
- In cooperation with other service providers in the Apollo Bay region, developing a sustainable model of early years service and facility provision in the region.
- In cooperation with providers across the Shire, implementing the early years the early years planning framework.



## Section Seven – Early Years Strategy Plan

### 7.1 Aim of Plan

The purpose of the Plan is to provide a strategic framework for the future provision of early years services in Colac Otway Shire. It is hoped that the successful implementation of the Plan will help to improve the health and wellbeing of infants and young children who live in the Shire and their families.

The main focus of the plan is on the action that Council should take. However, the plan recognises the significant contributions made by other early years service providers and the importance of establishing close relationships and, where possible, partnerships with these providers.

### 7.2 Key Objectives

The key objectives of the Plan are similar to those expressed in the 2005-08 Plan – active and healthy children; community involvement in planning and managing services; accessible, affordable, quality and family centred services; and partnerships in delivering services.

In addition to these objectives, there needs to be an emphasis placed on reviewing the implications of and successfully implementing the new policy directions of Government – universal access to services, the impact of resource allocation to services based on the AEDI data, additional preschool and M&CH services, service integration, promoting early childhood learning, introduction of early years learning framework, better qualified and trained staff.

### 7.3 Action Plan

The actions plan is outlined in detail in Table 11. The previous action plan focused on building relationships and cooperation between services providers and addressing service gaps and areas of underperformance. The foci of the new action plan are as follows:

- Assessing the implications of and implementing the policy changes of Government.
- Strengthening Council's role in early years service planning and information provision.
- Collaborating on strategies.
- Introducing coordinated community based strategies to promote early years development.
- Continuing to address the AEDI results.
- Continuing to strengthen the Shire's early years networks.
- Enhancing the skills and competencies of early years staff.
- Addressing deficits in early years service provision.

- Increasing the involvement of primary schools in early years service planning and provision.
- Developing the integrated child and family services centre in Colac that uses early years as the platform for engagement.
- Developing a long term facilities plan for early years services which looks at further opportunities for service integration.
- Reviewing management arrangements for preschool services.
- Providing a sustainable early years development program in Apollo Bay.

#### **7.4 Evaluation and Review**

Council should monitor the implementation of the Action Plan on an annual basis. It should be noted that some aspects of the State and Federal Government's early years reform agenda have not been finalised e.g. staff/child ratios for over 3s and the year for the introduction of these ratios. The Action Plan, particularly the timelines for change, may need to be reviewed when these final positions are reached.

•

Table 11 – Action Plan

## Abbreviations

COS – Colac Otway Shire

CAH – Colac Area Health

DEECD – Victorian Department of Education and Early Childhood Development

DHS – Victorian Department of Human Services

OHCS – Otway Health and Community Services

CNR – Colac Neighbourhood Renewal

Glastonbury – Glastonbury Child and Family Services

Preschool providers – All preschool committees and owners in the Shire

All providers – All early years service providers

Early Years Networks – the Colac and Apollo Bay networks of early years service providers

| No       | Actions   | Tasks  | Partners  | Year |
|----------|---|--|---|------|
| <b>1</b> | <b>Strategic Planning and Information</b>   |  |   |      |
|          | Generally enhance Council's role in early years service planning and information provision and take responsibility for the coordination of Colac Otway's response to the early years reform agenda.   | <ul style="list-style-type: none"> <li>Assess implications of agenda (see actions below).</li> <li>Discuss with relevant service providers.</li> <li>Develop and implement response.</li> <li>Promote strategic collaboration and partnerships with all early years providers.</li> <li>Adequately resource service planning and information provision role.</li> <li>Internal review of COS Family and Children Services.</li> <li>Apply for funding from the State or Federal Government to create an Early Years Officer position.</li> </ul>   | COS<br>DEECD                                      | 1-4  |
| <b>2</b> | <b>Review and Audit</b>   |  |   |      |
|          | <p>Calculate the participation rate of the Shire's 4 year old population in preschools.</p> <p>Identify the reasons for children not participating and develop a strategy to address these factors, including the actions listed in the UAECE report</p> <p>Set a 95% enrolment rate as the target figure by 2012 and develop strategies accordingly.</p> | <ul style="list-style-type: none"> <li>Monitor preschool attendance rate against the enrolment rate and identify reasons for non attendance on an annual basis.</li> <li>Assess demand implications in terms of facilities and staff in 100% rate achieved (also see next recommendation).</li> <li>Develop a local preschool brochure.</li> <li>Undertake cultural awareness training.</li> <li>Apply to funding bodies for a Kindergarten Support Position with would include the support role to assist children of new migrants enrolling and attending kindergartens .</li> <li>Work with the Early Years Development Project Worker.</li> <li>Undertake other action where necessary.</li> </ul> | COS<br>Preschool providers<br>DEECD<br>CAH<br>DHS | 1    |

| No       | Actions  | Tasks  | Partners                            | Year |
|----------|--|--|-------------------------------------|------|
| <b>3</b> | <b>Community Based Strategies</b>  |  |                                     |      |
|          | <p>Introduce coordinated community based strategies to promote early years development.</p> <p>Up-skill, support and empower parents to provide a positive early years environment for children.</p>   | <ul style="list-style-type: none"> <li>• Hold community based conversations with parents, grandparents and providers on early years development.</li> <li>• Promote reading and speaking to children prior to entering school.</li> <li>• Assist parents on what resources are available and how to use them.</li> <li>• Introduce literacy and numeracy classes for adults.</li> <li>• Introduce supported playgroups to work with parents.</li> <li>• Pool resources to provide parent support programs.</li> <li>• Invite families into services where they can see other children developing.</li> <li>• Promote story time at local libraries, primary school libraries, playgroups and in settings such as local parks, the foreshore or meeting places.</li> <li>• Promote child friendly local communities.</li> <li>• Up-skill local volunteers to support parents and early years development.</li> <li>• Develop an updated Early Years directory that can be accessed and amended electronically.</li> </ul>   | All providers                       | 1-4  |
| <b>4</b> | <b>Assess Government Policy Changes</b>  |  |                                     |      |
|          | <p>Assess the service delivery, facility and cost implications of the following policy and legislative changes for preschool programs in the Shire:</p> <ul style="list-style-type: none"> <li>• Universal access to preschool – increasing</li> <li>• preschool access from 10 to 15 hour hours per week for all 4 years old by 2013.</li> <li>• Requiring all preschools to have at least one degree qualified teacher.</li> <li>• Requiring all staff to have a t least certificate level qualifications.</li> <li>• Increasing the number of preschools offering extended hours.</li> <li>• Achieving a 95% enrolment rate at preschool.</li> <li>• Increasing the rate of attendance at and contact hours of disadvantaged</li> </ul> | <ul style="list-style-type: none"> <li>• Review current enrolment numbers and session hours for preschools.</li> <li>• Identify the implications of the proposed staff /children ratios in terms of reducing the enrolment capacity of preschools.</li> <li>• Identify how preschools will provide the additional 5 hours per week with respect to group times.</li> <li>• Facilitate a Kindergarten Cluster Management Reference group to explore Cluster Management.</li> <li>• Identify the implications of changing group times on the operation of the centre (3 year old preschool, playgroups, staff arrangements and costs) and the parents of the preschool children (suitability of new group times).</li> <li>• Investigate the level of interest and feasibility of introducing extended hours of preschool (late evening, Saturday mornings).</li> <li>• Assess the physical capacity of the preschools in the Shire to deliver the proposed changes and meet future demand. This will be included in future building assessment and leasing arrangements.</li> <li>• Identify whether additional space is required.</li> <li>• Develop strategy for implementing changes and meeting facility needs.</li> <li>• Discuss the implications with preschool providers and develop an operational strategy for implementing the changes.</li> </ul> | COS<br>Preschool providers<br>DEECD | 1    |

| No   | Actions   | Tasks  | Partners   | Year |
|--|---|--|--|------|
|  | children at preschool. <ul style="list-style-type: none"> <li>Reducing the staff/child ratio to 1:11 in 2016</li> </ul>   |  |  |      |
| <b>5 Assess Government Policy Implications</b> |   |  |  |      |
|  | Assess the service delivery, facility and cost implications for the child care centres operating in the Shire of introducing the new staff/child ratios by 2016.<br><br>Discuss the implications with childcare providers and develop an operational strategy for implementing the changes.   | <ul style="list-style-type: none"> <li>Identify the implications of the proposed staff /children ratios in terms of reducing the capacity of childcare centres and the cost of operation.</li> <li>Assess the physical capacity of the childcare centres in the Shire to deliver the proposed changes and meet future demand.</li> <li>Identify whether additional space is required and develop a plan for providing this space.</li> <li>Develop strategy for implementing changes.</li> </ul>   | COS<br>Childcare providers<br>DEECD                  | 1    |
| <b>6 Early Years Facilities</b>                |   |  |  |      |
|  | Develop a facilities plan for early years services across the Shire. This plan should: <ul style="list-style-type: none"> <li>Address the facility needs identified by recommendations 3 and 4</li> <li>Audit the current condition of the facilities provided for early years programs, including non-Council facilities. Identify the facilities that require upgrade and, together with the building owners, develop and asset improvement and maintenance strategy.</li> <li>Assess long term facility needs and explore opportunities for service integration facility integration.</li> <li>Identify school resources, including multi-purpose rooms and libraries which could serve as family and children centres.</li> </ul> | <ul style="list-style-type: none"> <li>Consider findings from recommendations 4 and 5.</li> <li>Conduct a condition and functional audit of all early years facilities (buildings and play facilities).</li> <li>Identify deficiencies and works required to address deficiencies.</li> <li>Cost and give priority to the works.</li> <li>Develop a plan for undertaking works.</li> <li>Undertake an assessment of long term facility demand.</li> <li>Identify gaps in facility provision.</li> <li>Identify opportunities for service integration.</li> <li>Develop a facilities plan.</li> </ul> | COS<br>All providers<br>Early Years Network<br>DEECD | 1-2  |

| No       | Actions  | Tasks   | Partners   | Year       |
|----------|--|---|--|------------|
| <b>7</b> | <b>Family &amp; Children Services Centre</b>   |   |  |            |
|          | <p>Continue to support the development of an Integrated Family and Children Services Centre in Colac.</p> <p>Assess the services that could operate from a Centre.</p> <p>Encourage other providers to confirm their support for a Centre and their intention to locate their services at the site.</p> <p>Continue to support a partnership approach to funding submissions for an Integrated Family and Children Services Centre in Colac.</p> | <ul style="list-style-type: none"> <li>• Identify programs (Council/non Council) that could operate from the centre in its present form or with some upgrade.</li> <li>• In the short term identify potential sites for early years services such as primary school multi-purpose rooms.</li> <li>• Encourage these programs to use the centre.</li> <li>• Encourage Geelong based services to establish a presence at the centre.</li> <li>• Endorse funding submission for centre.</li> </ul> | <p>COS<br/>Glastonbury<br/>CAH<br/>Early Years<br/>Network</p>     | <p>1-3</p> |
| <b>8</b> | <b>Workforce Development</b>   |   |  |            |
|          | <p>Assess the workforce needs with respect to the numbers and qualifications of staff to deliver preschool and child care programs in the Shire post 2012.</p> <p>Develop a strategy for recruiting, retaining, training and where necessary upgrading the qualification of these staff. Extend this workforce audit to other early years services.</p>  | <ul style="list-style-type: none"> <li>• Audit current staffing levels and qualifications.</li> <li>• Identify future requirements in terms of staff numbers, mix and qualifications.</li> <li>• Identify deficiencies/gaps.</li> <li>• Develop and implement a plan to recruit, retain and train staff.</li> </ul>   | <p>COS<br/>All providers<br/>Early Years<br/>Network<br/>DEECD</p> | <p>2</p>   |
| <b>9</b> | <b>Addressing AEDI Results</b>   |   |  |            |
|          | <p>Develop an integrated plan for addressing the problem areas identified in the AEDI index for Colac Otway Shire. The plan should include specific strategies for the regions in the Shire that scored poor results.</p>  | <ul style="list-style-type: none"> <li>• Review the Index Results.</li> <li>• Audit the actions that have been taken in response to the results and review their effectiveness.</li> <li>• Assess whether other actions are necessary.</li> <li>• Implement these actions.</li> <li>• Prepare for next survey.</li> </ul>   | <p>COS<br/>All providers<br/>Early Years<br/>Network<br/>DEECD</p> | <p>1</p>   |

| No   | Actions   | Tasks  | Partners   | Year |
|--|---|--|--|------|
|  |   | <ul style="list-style-type: none"> <li>Seek increased support for M&amp;CH services and the ongoing development of PEDS and Brigance.</li> </ul>   |  |      |
| <b>10 Kindergarten Cluster Management</b>  |   |  |  |      |
|  | Renew the investigation into the feasibility of introducing the Cluster Group Management Model for preschool with Council or another suitable body taking on the role of Cluster Manager. | <ul style="list-style-type: none"> <li>Review benefits and disadvantages of cluster management system.</li> <li>Review practice at Councils that have introduced cluster management.</li> <li>Discuss with preschool providers and get agreement.</li> <li>Introduce systems is feasible.</li> </ul> | COS<br>Early Years Network<br>Preschool providers<br>DEECD | 1    |
| <b>11 Early Years in Apollo Bay</b>        |   |  |  |      |
|  | Develop a sustainable model of early years service and facility provision for the Apollo Bay region (M&CH, preschool, long day childcare and primary school)                              | <ul style="list-style-type: none"> <li>Meet with Apollo Bay providers to discuss the benefits of and service/facility models for integrating early years provision in the township.</li> <li>Develop a plan to introduce the preferred model.</li> </ul>   | COS<br>Early years providers in Apollo Bay<br>DEECD        | 2    |
| <b>12 Specialist Services</b>              |   |  |  |      |
|  | Advocate for the provision of obstetric/pediatric services to Apollo Bay and the expansion of child speech therapy and dental services across the Shire.                                  | <ul style="list-style-type: none"> <li>Make appropriate submissions to DHS for the introduction/expansion of these services.</li> </ul>  | COS<br>CAH<br>Early Years Network<br>DHS<br>DEECD          | 1    |
| <b>13 Breastfeeding &amp; Immunisation</b> |   |  |  |      |
|  | Continue to place considerable emphasis on achieving high participation rates in breastfeeding and immunization and involvement in the Maternal and Child Health Program.                 | <ul style="list-style-type: none"> <li>Continue existing programs.</li> <li>Actively promote services.</li> </ul>  | COS<br>CAH<br>OHCS<br>Early Years Network                  | 1-3  |
| <b>14 Research</b>                         |   |  |  |      |
|  | Undertake research into the comparative health status of the Shire's infant and young child population. Identify areas of   | <ul style="list-style-type: none"> <li>Review available health data for Colac Otway Shire relating to early years.</li> <li>Identify areas of concern and develop targeted programs to address these areas.</li> </ul>   | COS<br>CAH<br>OHCS   | 2    |

| No        | Actions  | Tasks   | Partners                      | Year |
|-----------|--|---|-------------------------------|------|
|           | concerns and develop strategies to address these concerns.   |   | Early Years Network           |      |
| <b>15</b> | <b>Neighbourhood Renewal Services</b>  |   |                               |      |
|           | Continue to provide support to and advocate for the Colac Neighborhood Renewal Program as it make its transition to the Colac Community Hub program.   | <ul style="list-style-type: none"> <li>Identify areas where Council can assist.</li> <li>Provide assistance where appropriate.</li> </ul>   | COS<br>CNR                    | 1    |
| <b>16</b> | <b>Strong Partnerships</b>   |   |                               |      |
|           | Continue to strengthen the relationships between early years service providers in Colac Otway Shire, in particular the relationship between the major providers (COS, CAH, Glastonbury, Gateway, DHS/DEECD, Otway Health and Community Services, Colac Neighbourhood Renewal).<br>Invite primary schools to join the network | <ul style="list-style-type: none"> <li>Continue to place importance on early years network and encourage involvement by all providers.</li> <li>Involve network in decision-making re Council's early years programs including the development of the strategies recommended in this Plan.</li> <li>Continue to undertake integrated service planning and explore partnership opportunities.</li> </ul>   | All providers<br>DEECD<br>DHS | 1-3  |
| <b>17</b> | <b>Implementing the Framework</b>  |   |                               |      |
|           | Work with all early years service providers including schools to ensure that the proposed early years learning framework is successfully implemented.  | <ul style="list-style-type: none"> <li>Review requirements of framework.</li> <li>Develop and implement strategies.</li> <li>Develop an early years platform for engaging and planning for a 0 to 18/24 years model to increase participation and improve access and inclusion for vulnerable children.</li> <li>Implement a community development approach to early years education that will engage parents and improve each child's capacity to commence school at an appropriately developed standard.</li> </ul> | All providers<br>DEECD<br>DHS | 1-4  |



**Appendix A – Profile of Early Years Services: Colac Otway Shire****Colac Otway Shire Council**

Maternal and child health service  
Lactation consultants  
Family Day Care  
Immunisation programs  
Post natal depression support group

**Department of Human Services/DEECD**

Specialist children services  
Child protection services  
Early intervention services

**Colac Area Health**

Community health services  
Child first program  
Family support program  
Domestic violence counselor  
Lactation consultants  
Women's health resource worker  
Baby capsule hire scheme  
Midwifery unit  
Teenage mothers programs  
Mums support group  
Mums on the move program  
Post natal depression support group  
Refugee health nurse  
'Smiles for miles' dental program

**Glastonbury Child and Family Services**

Early childhood development programs  
PLAY  
HIPPIY  
CLICK  
Early Home Learning Study – Supported Playgroups (partners COS and Corangamite Shire)

**Gateway Support Services Geelong**

Early intervention services  
Autism services  
Interchange host program for children with disabilities  
Kindergarten inclusion support service

**Otway Health and Community Services**

Long day child care centre  
Maternity services midwife  
Social support services  
Post natal depression support groups  
Food bank

### **Colac Specialist School**

Early intervention service

### **Various Agencies**

Colac School of Health – Pregnancy programs  
Centrelink – Family, financial and accommodation support services  
Cubby House Child Care Centre  
Milville Child Care Centre  
Colac Community Hub, St Johns and Cressy Neighbourhood Centre and Marrar Woon  
Community Centre – Playgroups and various family support programs  
Various medical, dental and allied health practitioners – specialist and general health and  
dental programs  
Private home birth midwife

### **Various groups**

Australian Breast Feeding Association - Colac Otway Branch  
Cherish Support Group for parents who have lost children at birth or from SIDS  
Home Birth Support Group Apollo Bay

### **Kindergartens**

Colac – Apex, Colac East, Winifred Nance, Wydinia, The Cubby House  
Apollo Bay  
Birregurra  
Alvie & District  
Forrest  
Lavers Hill  
Elliminyt

### **St John of God – Raphael Centre**

Post Natal Depression support

### **Barwon Health - Perinatal Emotional Health Program**

Detection and support of depression in the perinatal period

## Appendix B – Profile of Early Years Facilities

### Council

Maternal and child health centres

- Beech Forest
- Cororooke
- Swan Marsh
- Cressy
- Gellibrand
- Colac

Preschools/childcare

- Apollo Bay
- Wydinia
- Colac East
- Winifred Nance

### Colac Area Health

Colac Hospital  
Birregurra Community Health Centre  
Birregurra M&CH centre

### Glastonbury Child and Family Services – Office in Colac

### Hesse Rural Health

Beeac Community Health which provides a room for Maternal and Child Health Service

### Gateway Support Services Geelong - Office in Colac

### Otway Health and Community Services

Health Services in Apollo Bay  
Child care centre in Apollo Bay  
Apollo Bay M&CH centre

### DSE

Elliminyt Preschool  
Carlisle River M&CH centre/hall

### Forrest Primary School

Preschool  
M&CH centre

### Birregurra CWA

Birregurra Preschool

### Lavers Hill P-12 College

Preschool  
M&CH centre

## Appendix C – Status of Recommendations: Early Year Plans 2005-2008

| Objectives   | Actions   | Resp. Authority or Dept.                   | Status of Early Years Plan 2005-2008   |
|--|---|--|--|
| Provide a relevant and up to date directory of all early year's services   | <p>Research directories already in use to develop the best model.</p> <p>Map all relevant early years services provided in the Colac Otway Shire.</p> <p>Develop a regularly updated website for access to the directory.</p> <p>Produce a hardcopy for service users. This may be as a booklet or print-outs of the website.</p> <p>Identify gaps in the service system.</p> | Early Years Network                        | <p>All actions are completed. The directory needs to be updated and provided in multiple formats including as <i>e-information</i> on Council and other websites.</p> <p>A need was identified for an integrated early years facility in Colac Otway. This is being pursued in partnership with Glastonbury.</p> |
| Develop innovations in Family Support Service in Colac Otway Shire and Corangamite Shire   | <p>Develop an integrated support service in partnership with a number of support agencies.</p> <p>Implement support services through referral pathways.</p>   | CAH<br>COS<br>Early Years Network          | Services in being provided by Colac Area Health. Other agencies have had some involvement in the development of the services.  |
| Continue to develop the Early Years Network of practitioners in children's health, education and wellbeing services throughout the Colac Otway Shire | <p>Work towards the outcome. Measure in a systematic and progressive manner.</p> <p>Expand the network to cover all of the early years services and allied health services.</p>   | COS<br>CAH<br>Early Years Network          | Completed. The Network has been expanded and meets on a regular basis at different locations across the Shire.   |
| Extend the level of respite care services in Colac Otway Shire. Promote community involvement in respite care provision                              | <p>Plan and lobby for the increase in respite services.</p> <p>Provide local training for foster carers.</p> <p>Facilitate the implementation of respite care services</p>  | COS<br>CAH<br>COPYS<br>Early Years Network | Completed. Respite care hours have increased by 200% over recent years   |

| Objectives   | Actions   | Resp. Authority or Dept.                                      | Status of Early Years Plan 2005-2008   |
|--|---|---|--|
| Work with Neighbourhood Renewal and other agencies to develop further support services and an accessible environment.      | Identify gaps in service provision. Identify barriers for access.<br>Redirect existing services to meet needs.<br>Develop new services to address identified gaps   | NR<br>CAH<br>Glastonbury                                      | UAECE project has been undertaken, barriers identified and actions identified.<br>Actions will be implemented over the next year   |
| Further develop support for women with Post Natal Depression.  | Map current resources strengthen links with stakeholders.<br>Identify gaps and develop strategies to provide support and access. Develop programs to educate the primary care workforce, GP's, M&CH Nurses and midwifery staff.<br>Raise community awareness. Investigate the need and implementation of volunteer support network. | PND Group<br>COS<br>CAH                                       | Completed<br>Council, CAH and Otway Health and Community Services all provide services and coordinate support groups   |
| Actively involve local communities in the planning and developing of early childhood services in the Shire                 | Establish a representative committee to guide the development of planning and activities. Promote availability and development in early year's services.<br>Conduct community consultation on early year's issues.  | COS<br>CAH<br>NR<br>COPYS<br>Early Years Network<br>Community | Completed.<br>Community reference group established<br>Consultation undertaken on specific issues  |
| Provide a sustainable model for the delivery of Pre-school Services  | Work in partnership with Committees of Management to explore the best methods available to attract and retain preschool teachers.<br>Investigate the feasibility of implementing a Cluster Group Management Model.  | COS<br>CAH<br>NR<br>DHS<br>Pre-schools                        | Methods for recruiting staff have not been explored<br>Cluster management explored but kindergartens were not willing to pursue. Cluster Management to be reviewed again in the future.  |
| Identify the need for new and alternative Childcare Services, including Family Day Care, Occasional Care and Long Day Care | Identify issues regarding existing child care options.<br>Investigate the opportunities for co-location of early children services.   | COS<br>CAH<br>NR<br>Child Care Providers                      | Family Day Care has been expanded<br>Additional long day care places provided at Millville.<br>Otway Health and Community Services is looking to expand its child care centre<br>Cubby House Child Care has introduced a preschool program |

| Objectives   | Actions  | Resp. Authority or Dept.                                      | Status of Early Years Plan 2005-2008   |
|--|--|---|--|
| Increase Immunisation rates.   | Conduct community education.<br><br>Provide accessible and opportunistic immunisation services.  | COS<br>GPs  | Ongoing<br>Immunisation rates are above state average.   |
| Increased participation in Maternal & Child Health                                     | Send out reminder notices. Investigate other methods of service provision.<br><br>Conduct up to 5 sessions with fathers annually.  | COS CAH   | Ongoing<br>There is an ongoing need to review services and initiatives to increase participation.  |
| Develop Culturally and Linguistically Diverse (CALD) support services for new families | Service providers develop a better understanding of the needs of new immigrants.   | COS<br>CAH<br>Early Years Network                             | Otway Community College is operating in Colac and is supporting families from CALD backgrounds. Colac Area Health and Council are also providing services to the Sudanese communities. |
| Improve childhood and family behaviour to eating nutritional food.                     | Investigate strategies to reduce economic and physical barriers to accessing affordable fresh fruit and vegetables.<br><br>Provide family education and support programs that target high risk families (e.g. Happy Healthy Families program).<br><br>Support Be Active Eat Well objectives.<br><br>Plan and develop integrated nutrition programs and policies to educate and raise awareness.<br><br>Identify and promote the importance of nutrition in the developmental stages of children participating in services (M&CH, FDC care, Pre-school).<br><br>Ensure that nutritional advice and support is provided in line with best practice and guidelines.<br><br>Make appropriate referrals where required. | CAH<br>COS<br>BAEW<br>NR<br>Pre-school<br>Early Years Network | Completed  |

| Objectives   | Actions   | Resp. Authority or Dept.         | Status of Early Years Plan 2005-2008  |
|--|---|----------------------------------|---|
| Investigate the opportunities to develop a mentor program for boys without dads.   | Develop a mentoring program.  | Early Year's Network             | Not undertaken  |
| Develop objectives for the 6–12 years age group (this falls between the early years program and the local youth strategy). | Map existing services.<br>Investigate services where there are unmet needs. | Early Year's Network             | Not undertaken<br>This is now a DEECD initiative to develop Early Years networks and an Early Years to School Transition process. |
| Stimulate the physical, social, emotional and cognitive development of disadvantaged children in their early years         | Provide the HIPPY and PLAY programs.  | Glastonbury Early Year's Network | Ongoing<br>Need to advocate for further services such as paediatric Occupational Therapy and Speech Therapy.                      |

## Appendix D – Policy and Legislative Environment

| System component  | Policy/legislative direction  | Level of Government | Comments - Colac Otway Shire  |
|---|---|---------------------|---|
| <b>The role of local government in early years services</b> | Increase local government leadership in local needs analysis and service planning. Coordination and delivery and to develop early childhood services that meet community needs, including provision of multiple services at a single site.            | State               | Council is an already an active and strong member of the Colac Otway Early Childhood Network. It encourages and supports other agencies and is currently working partners on the development of a Family and Children Services Centre in Colac.   |
|   | Local Government play a key role in establishing local, supporting and encouraging local networks.  | State               | However, the Shire needs to be more strategic and proactive in assessing future demand, Federal/State requirements and the infrastructure and staffing needed to prepare for these changes in COS (e.g. increase of kindergarten hours).<br><br>M&CH Nurses are a pivotal participant in this process and are undergoing extensive training to become more familiar with DEECD requirements.  |
| <b>Preschool services</b>                                   | By 2013, all 4 year olds will have access to 15 hours per week, 40 weeks per years of preschool.  | Federal             | Children currently have access to 10 hours of preschool per week. An additional 5 hours care per week could have significant infrastructure, human resources and cost implications.   |
|   | By 2014, each preschool to a have at least one degree qualified teacher. Fees to parents to not rise as a result of increased labour costs.<br><br>Formal transition plans for children moving from kindergarten to school to be implemented by 2009. | State               | Limited discussions have been held with pre-schools on their capacity to meet these future needs. The Shire together with the preschool committees will need to identify these requirements, assess the capacity of existing preschools to cater for these extra hours and develop a strategy to meet this requirement (note: the proposed Family & Children Centre in Colac (funding dependent) will be nominally looking at occasional care with ongoing attention being directed to the need of increased kindergarten contact times)<br><br>The qualifications of existing teachers will require review and a strategy put in place to meet requirement that all centres have at least one degree qualified teacher (if required)<br><br>Transitional Plans for children were implemented by the Colac Early years to School Network in 2008. This is now a DEECD responsibility. |



| System component                  | Policy/legislative direction   | Level of Government | Comments - Colac Otway Shire   |
|-----------------------------------|--|---------------------|--|
| <b>Preschool services (cont.)</b> | Recognition in law that 4 year old children should have access to a kindergarten program.              | State               | The preschools in the Shire have the capacity to meet the 95% attendance target (based on 10 hours of preschools per week).  |
|                                   | Increase the proportion of children attending preschool to at least 95% in all local government areas. | State               | <p>In the past, this target was being comfortably met. However, a recent survey suggests that attendance rates have slipped below 90% (note: the accuracy of the survey has been questioned by local preschool providers and the figure is thought to be still in the high 90s).</p> <p>Council together with other preschool providers should measure the enrolment rate and if below the 95% figure develop a strategy to increase attendances.</p>  |
|                                   | Introduction of quality assurance and accreditation assessment programs.                               | State               | These programs are currently in place.   |
|                                   | Extend the number of preschools offering extended hours.   | State               | The demand for and practicality of extending preschool hours need to be investigated. This should be a recommendation of the Early Years Plan.   |
|                                   | Increasing the contact time for 4 year olds in kindergarten, beginning with the most disadvantaged.    | State               | <p>Council has just completed a study into the barriers preventing children and families from participating in early years services including preschool.</p> <p>The Study recommendations found that some barriers do exist. These barriers include cost, lack of knowledge about services, cultural issues, lack of support for children with special needs.</p> <p>The Study recommended that Council take the following actions to address these barriers:</p> <ul style="list-style-type: none"> <li>• Develop a local preschool brochure</li> <li>• Undertake cultural awareness training</li> <li>• Develop an application for Kindergarten Support position</li> <li>• Develop an application for a Sudanese Support position</li> <li>• Suggest to DEECD that it conduct a statewide promotional strategy encouraging attendance at preschool</li> <li>• Monitor preschool attendance rates on an annual basis.</li> </ul> |

| System component                  | Policy/legislative direction   | Level of Government | Comments - Colac Otway Shire   |
|-----------------------------------|--|---------------------|--|
| <b>Preschool services (cont.)</b> | Starting with most disadvantaged, provide subsidy for 3 year old children from ATSI background or directly referred from Child Protection to attend a funded kindergarten program delivered by a degree qualified teacher. | State               | Federal and/or State Government should provide the subsidy. Policy will increase preschool demand. Centres may not have the capacity to satisfy demand.  |
|                                   | Free kindergarten for low income families  | State               | Federal and/or State Government will need to assist. Some preschools in Colac in the Shire already assist families on low incomes.   |
| <b>Preschools and childcare</b>   | Development of national Early Years Learning Framework 0-8 years.  | State               | The Framework will identify learning targets for children at each year level. These targets will have implications for the activities undertaken at M&CH centres and preschools. The activities will need to be aimed at achieving these targets.<br><br>The Early Years Plan should contain a recommendation to review the Framework and identify the implications for local service providers.   |
|                                   | Increase the number of child care centres offering funded preschool places delivered by degree qualified staff.  | State               | Cubby House and Millville Childcare started this in 2009.  |
|                                   | Improving child: staff ratios and limiting group sizes in licensed children services premises.   | State               | The State Government has already legislated to reduce staff: child staff ratios at licensed children's centres for 0-3 years olds in 2012. COAG is considering lowering the ratio for children aged over 3. It is anticipated that this reduction will come into force by 2015 at the latest. These changes could have significant operational and facility implications. Additional staff could be required. Alternatively, group sizes may have to be reduced effectively reducing the centre's enrolment capacity. Council together with other service providers need to examine the implications of this legislative change and develop a strategy to meet these changes and an shire wide and also case by case basis |
|                                   | Increase the proportion of children entering school with basic skills for life learning.<br><br>Reduce the emotional and behavioural problems of children entering school.   | State               | This is already a strong focus of early years providers.   |

| System component                        | Policy/legislative direction   | Level of Government  | Comments - Colac Otway Shire  |
|---|--|--|---|
| <b>Preschools and childcare (cont).</b> | <p>Co-locate early childhood services on or near school sites and schools and children services used as platforms to deliver other government services for families</p> <p>Childcare and preschools will become integrated into a national network of early learning centres where care and early learning programs for 3 to 4 year olds are joined</p> <p>Develop forums and invest in joint professional learning within early childhood services, between primary schools and early childhood services</p> <p>All early childhood staff to hold post secondary school early childhood qualification by 2016</p> <p>Develop a National Early Years Workforce Strategy. The strategy will provide a long term blueprint to improve recruitment and retention of the early childhood workforce, develop pathways that rewards and support workers, and raise the level of qualifications</p> | <p>State and Federal</p> <p>Federal</p> <p>State</p> <p>State</p> <p>Federal</p> | <p>School sites have not been favoured in Colac as it creates inequitable opportunities. There are 7 primary schools in Colac favouring one over the other is not appropriate. Also school sites are currently over developed. Council's preference is to develop a centrally located Early Years Centre that can be accessed by all schools.</p> <p>It is envisaged that the proposed integrated Early Years Centre in Colac will be part of this network of facilities.</p> <p>An accredited training provider will be encouraged to work out of the Colac F&amp;CSC to meet these needs.</p> <p>The qualifications of existing staff will need to be reviewed as if necessary updated. New staff should be required to hold degree qualifications or be prepared to give an undertaking to upgrade their qualifications prior to 2016.</p> <p>This is a Federal/State responsibility and is critically needed.</p> |
| <b>Centre based child care</b>          | <p>The Federal Government aims for an additional 260 early learning and care centres by 2014</p> <p>Review of the current accreditation processes to strengthen accountability to parents and align with an outcomes approach.</p>   | <p>Federal</p> <p>State</p>  | <p>Council continues to support a partnership approach to funding for an Integrated Child and Family Centre.</p> <p>Accreditation is already happening.</p>   |

| System component                       | Policy/legislative direction   | Level of Government | Comments - Colac Otway Shire  |
|--|--|---------------------|---|
| <b>Centre based child care (cont).</b> | Development of national child care and preschool quality standards and quality rating system   | Federal             | Already in place.   |
|  | Early learning centres incorporating long day child care should be considered in the planning of all new primary schools.            | Federal             | This concept is worth considering for any new or redeveloped primary schools in Colac Otway Shire.  |
| <b>Family Day Care</b>                 | Introduction of a regulatory framework for FDC services  | State               | Council supports the introduction of regulations and already meets the standards.   |
|  | Introduction of a new e-business system for the administration of FFDC payment and funding processes                                 | Federal             | Council supports this action. The current CCMS system is a real problem.  |
|  | Increasing the levels of support provided to parents under the jobs education and training child care fee assistance program         | Federal             | Already in place - called the JET program   |
|  | Review of current accreditation processes to strengthen accountability to parents and align with an outcomes approach.               | Federal             | Already in place.   |
| <b>Maternal and Child Health</b>       | Increase quality, breadth and participation in MCH services.   | State               | Colac Otway Shire needs to continue developing strategies to achieve high participation rates and will continue to strongly encourage parents to use the service.                       |
|  | M&CH services promoted as the link to non education child and family services such as child first, mental health and family violence | State               | This is being developed up through training by DEECD for M&CH Nurses. Council has received additional funding to provide backfill for nurses to attend this extensive training program. |
|  | Introduction to of a new key ages and stages assessment process  | State               | Council will support the introduction of the new assessment process.  |
|  | Increase emphasis on linkages with early intervention services and school nurses   | State               | The Early Years Plan needs to emphasise this and recommend that service providers work cohesively and strongly support the early childhood network.                                     |
|  | Increase emphasis on assessment of children in 3.5 years assessment stage  | State               | Colac Otway Shire is already achieving excellent rates for 3.5 years assessment and will continue to place strong emphasis on this assessment in the future.                            |

| System component                         | Policy/legislative direction   | Level of Government       | Comments - Colac Otway Shire  |
|--|--|---------------------------|---|
| <b>Maternal and Child Health (cont).</b> | <p>Increase the proportion of infants breastfed in the first six months of life</p> <p>Medicare funded assessment of 4 year olds</p>   |                           | <p>DHS formally measured breastfeeding rates and Colac Otway achieved very good results. However, there is a concern that DEECD, which now has responsibility for the M&amp;CH program may not continue to measure this outcome. DEECH should be encouraged to continue to measure health related outcomes.</p> <p>These assessments are carried out at General Practices as opposed to the maternal and child health centre. The Practice Nurse generally undertakes the assessment. It is important that this nurse is trained in maternal and child health to carry out this function.</p> |
| <b>Early intervention services</b>       | <p>Develop an integrated approach to disability and developmental delay support for children 0-8 years</p> <p>Commence a comprehensive review and reform of Victoria's early intervention programs and services with a view to significantly boosting activity, targets and funding in this area</p> | <p>State</p> <p>State</p> | <p>Preschools, MCH, specialist children's services, early intervention services, and schools all contribute in an increasingly integrated way. This integrated approach needs to be further developed to identify and support children and families prior to the starting of school. Family First, the Innovative Family Support program in Colac and the Early Years Childhood Development Project have been reviewing and providing early intervention programs. Council support, recognition, gap analysis and partnering of these services needs to develop further.</p>                  |
| <b>Playgroups/supported playgroups</b>   | <p>Increasing recognition of the value of playgroups</p>   | <p>State</p>              | <p>Playgroup Victoria is preparing a campaign to promote this service. The M&amp;CH nurses and the FDC workers heavily promote the playgroups that operate in the Shire.</p> <p>Council has formed a partnership with Glastonbury and Corangamite Shire to implement the Early Home Learning Study, through Supported Playgroups, over a two year period. The promotion of local playgroups will be included in the review of the Early Years Directory.</p>  |

**Appendix E – Universal Access to Early Childhood Education project– Improving access and participation to kindergarten for children experiencing disadvantage**

**Community Based Site - Reporting template**

|  |   |
|--|---|
| Community Based Site:  | Colac   |
| Kindergarten Participation Officer:  | Andrew Crowley  |
| Name of contact person:  | Christine Gurrie  |
| Timelines (Refer Footnote 1)   | Activity report: 17 April 2009 / 27 May 2009<br>Budget / expenditure report: 15 May 2009  |
| Description of the project – Background and specific context related to local community based site | <p><b>Broad focus of the project</b></p> <p>The broad focus of the Universal Access to Early Childhood has been to increase the number of enrolments and to sustain attendance in 4 year old kindergarten programs.</p> <p>This has involved working with kindergartens and service providers to identify the issues that impact on universal access.</p> <p>A further focus on how to improve access for 3 Year old indigenous children and 3 year old children known to child protection has been explored.</p> |

**Specific communities within Colac**

The specific communities that were identified in Colac that would benefit from the project were the local Sudanese community, families that live in the Colac Neighbourhood Renewal area, Indigenous children and children who are in child protection.

Two additional areas were identified in the community engagement process. These were the development of kindergarten at the Cubby House in Colac and children/families that have low levels of attendance in four year old kindergarten programs.



Project outputs - Achievements against project action plan - (Refer Footnote 2 and Community Based Site Guidelines attached)

### **Community engagement**

When the project commenced a community engagement strategy was developed that identified strategies for consulting with kindergartens, local service providers and the community. The community engagement strategy is attached to this report (attachment 2).

Those engaged in process to date have included:

- Colac East Kindergarten
- Winifred Nance Kindergarten
- Wydinia Kindergarten
- Apex Pre School Centre
- The Cubby House at Colac
- Colac Neighbourhood Renewal
- Glastonbury Child and Family Services
- Diversitat
- Colac Area Health Service
- Colac Area Health Service Child First Protection
- Child and Maternal Health Nurse Colac Otway Shire
- Colac Otway Shire Children and Family Services
- Anglican Church – Sudanese Play Group
- New Hope Training
- Centrelink
- Millville Child Care Centre
- Department of Education and Early Childhood Development



**Feedback from the community engagement process**

The feedback from the community engagement process was as follows:

- The majority of children within Colac are attending four year kindergarten.
- Some individual children are however still missing out of 4 year old kindergarten.
- There are some children that only attend kindergarten one third of the kindergarten year.
- There are currently no tools to assist kindergarten teachers in discussing the issue of absenteeism with families.
- The Sudanese community require additional support in relation to access to early childhood education, especially families that are transient in and out of Colac.
- Transport can be an issue for some families.
- Some parents struggle with the routines associated with kindergarten such as the times of the programs.
- Providing healthy meals can be an issue for some parents.
- How do we improve access for 3 year old Indigenous children and 3 year old children known to child protection?
- In Apollo Bay some children are missing out on 4 year old kindergarten because of the size and capacity of the kindergarten.
- There is an emerging Chinese community within Colac.

**Cubby House at Colac**

A key outcome of the Universal Access to Early Childhood Education in Colac has been the development of a kindergarten at the Cubby House at Colac.

The long day care centre was formally managed by ABC Child Care and Neighbourhood Early Learning Centre, however it did not have a formal kindergarten teacher or kindergarten program. As a consequence some children who were in full time day care may have not received a formal kindergarten program impacting on their readiness for school.

In December 2008 the centre management advised the staff and customers that the service would close on the 17 January 2009.

The project worker for the UAECE worked with the owners of the long day care centre building through early January to ensure that the service did not close. This involved working in partnership with Council, State and Federal Governments. After negotiations the Cubby House at Colac was opened when the previous centre closed.

Through the Universal Access to Early Childhood Education project the new owners were encouraged to establish a kindergarten program.

The Cubby House at Colac has now been established and added to the existing service network. The Centre provides an alternative for working families and may also be beneficial to rural families.

The service has now been running for over a month and has 10 children attending regularly. There have also been referrals the Colac Area Health Services family intake workers of children in child protection.

**Media release**

A media release was developed and circulated by the Colac Otway Shire in relation to the Universal Access to Early Childhood Education project. This media release also promoted the new Cubby House at Colac Kindergarten program. The media release was well received and an article was written in response by the Colac Herald (attachment 3). The local radio station 3CS also provided the UAECE project some air time.

**3 year old Aboriginal & Torres Strait Islander children**

The promotion of kindergarten for 3 year old Aboriginal & Torres Strait Islander children has occurred through the regional office and discussions with kindergartens at a local level.

**Discussion paper**

A discussion paper was developed for the Colac Universal Access to Early Childhood Education project (attachment 4). This paper provided a background on the project and the key issues that were identified in the community engagement process.

|  |  |
|--|--|
|  | <p>The discussion paper also provided a number of potential strategies and actions that were suggested in the engagement with kindergartens and agencies.</p> <p>This document was then circulated to the various groups and individuals that have been involved in the community engagement process. A specific forum was also conducted with the kindergartens to consider the implications of the discussion paper.</p> <p><b>Proposed strategies</b></p> <p><u>Cultural training</u></p> <p>It is proposed that cultural training be provided to kindergarten teachers. The training program will be provided by New Hope and be based on the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Working with African Families in Cultural Transition</li> <li><input type="checkbox"/> New Hope as the training provider</li> <li><input type="checkbox"/> Understanding African backgrounds</li> <li><input type="checkbox"/> Developing effective practical strategies</li> <li><input type="checkbox"/> It is proposed for this training to be delivered in Colac and designed specifically around access to kindergarten programs</li> </ul> <p><u>Kindergarten support worker</u></p> <p>A key action that has been proposed is to develop a Kindergarten Support Worker position. This concept is to have a position that is shared between kindergartens and potentially a pool of resources for the Colac Otway Shire.</p> <p>These resources will be targeted at routines and early intervention for families where children do not attend kindergarten regularly. The model will be based on that kindergartens teachers can refer a family that requires</p> |
|--|--|

support. The worker in the new position will then follow up with the family to gain an understanding of why the child is not attending and how they can be supported to attend kindergarten regularly in the future.

This concept has received a high level of support from the kindergarten teachers, committees and the service network.

The UAECE project is currently an investigation which is the most appropriate agency to deliver the position. The preferred option would be for the resources to be used to top up an existing position with an appropriate service. The intention is that the Universal Access to Early Education project worker will develop a funding submission for the resources so that an application can be made to the most appropriate funding scheme. This funding submission will be based on developing a pilot project that is evaluated within twelve months.

#### Sudanese service coordination position

A further concept is to establish a Service Coordination position for the Sudanese community. These resources could include Early Education and transition to school. It is envisaged that these resources would be delivered through Diversitat who are the local service provider of cultural specific support services. It is imperative that the person employed can work directly with the Sudanese community. This would be a part time position.


#### Healthy meals

The issue of healthy meals requires further investigation. The concept outlined in the discussion paper was to potentially provide food packs. This could be provided by kindergartens or a service provider.

The feedback from the kindergartens is that this is not a major issue in Colac and that the individual kindergartens will investigate this issue through their healthy meals policies.

|  |   |
|--|---|
|  | <p><u>Children's Health and Wellbeing</u></p> <p>A further suggestion is for Kindergarten Committees to include children's health and wellbeing as a standing item on Committee Meeting agendas. This would promote discussion between teachers and the committees about issues such as attendance.</p> <p><u>Kindergarten brochure</u></p> <p>An initiative of the UAECE project will be to develop a Colac Otway Shire specific brochure for the kindergartens in the Shire. This product will promote information on State Government fee subsidy and the importance of attending kindergarten on a regular basis.</p> <p><u>Transport</u></p> <p>As transport can be an issue for some communities and individuals a strategy has been developed to work with local Transport Connections project.</p> <p><u>DVD</u></p> <p>The Colac Otway Shire recommends that a DVD should be developed in relation to the importance of children attending kindergarten regularly. This DVD would be designed so that it can be provided to families when their child's attendance is not occurring on a regular basis. This is a potential state wide initiative.</p> <p><u>Future consideration</u></p> <p>The Colac UACEC project has identified several aspects that should be considered in the future. This includes, Kindergarten Cluster Management And Central Enrolments. Consideration will also need to be given to the introduction of compulsory 15 hours of kindergarten in 2011.</p> |
|--|---|

|  |  |
|--|--|
| Project outcomes against project action plan (Refer Footnote 3 and Community Based Site Guidelines attached)                   | An Action Plan was developed when the project commenced. This has been updated on a regular basis and is attached to this report (attachment 1).   |
| Details of funds expended against budget (Refer Footnote 4, Budget & Expenditure template and Community Based Site Guidelines) | The total funding expended against the project is currently \$29,950.  |
| Details of any future commitment to improving kindergarten participation   | <ol style="list-style-type: none"> <li>1. Colac Kindergarten brochure</li> <li>2. New Hope Cultural Awareness Training</li> <li>3. Application for Kindergarten Support Position</li> <li>4. Application for Sudanese Support Position</li> </ol>                                      |
| * Recommendation/s:  | <ol style="list-style-type: none"> <li>1. Develop a local kindergarten brochure</li> <li>2. Undertake cultural awareness training</li> <li>3. Develop an application for a Kindergarten Support position</li> <li>4. Develop an application for a Sudanese Support position</li> </ol> |

|   |   |
|---|---|
|   | <ol style="list-style-type: none"> <li>5. That a DVD be developed for the state specifically in relation to the importance of regular attendance at kindergarten</li> <li>6. That it is important to develop ongoing systematic models of statistics on attendance at kindergartens</li> </ol>  |
| <p>* Key learnings:</p>                                     | <ol style="list-style-type: none"> <li>1. That the most significant issue in the local community is that some families struggle with their children attending kindergarten regularly.</li> <li>2. That more support is required for the families that have low kindergarten attendance and for the kindergarten teachers in dealing with the associated issues.</li> </ol>  |
| <p>* Emerging trends:</p>                                   | <ol style="list-style-type: none"> <li>1. The community engagement highlighted that within the majority of kindergartens that approximately 3 families at every kindergarten would only attend one third of the kindergarten year. This is a major issue for the children's readiness for school.</li> <li>2. The Sudanese community require additional support in early year's education and the transition to kindergarten and school.</li> <li>3. There is an emerging Chinese community within Colac that will require support to attend kindergarten in the future.</li> </ol> |
| <p>Endorsed by:<br/>[name and signature senior manager]</p> | <p>Name: Christine Gurrie</p> <p>Signature: </p>  |
|   | <p>Date: 20 April 2009</p>  |



**Footnotes:**1. *Timelines –*

- A Project Activity Report together with all supporting documentation using the above template or in a format (Microsoft Office 2000) that is readable and addresses each area as outlined in the template is required no later than 22 April 2009 (amended from 17 April, however submission prior to this date would be appreciated) via email to the Project Coordinator, [Christine.straubinger@dhs.vic.gov.au](mailto:Christine.straubinger@dhs.vic.gov.au) and cc the Kindergarten Participation officer in your regional office.
- Where activity will continue past 30 April 2009 an updated Activity Report will need to be submitted no later than 27 May 2009. *Please note all project activity must be concluded no later than 30 June 2009*

A budget & expenditure report using the attached template or in a format (Microsoft Office 2000) that is readable and addresses each area as outlined in the template are due no later than 15 May 2009. *\*\*Please note where there is a projected underspend of allocated funds, this information will need to be provided with the Activity Report due no later than 22 April 2009.*

*Please note timelines are also noted in the Community Based Guidelines. These were distributed through Regional offices in 2008 and were also available on the Department's website.*

2. *Project Outputs:*

- Specific actions/tasks identified to your action plan and implemented to achieve sustainable change.  
For example:
  - Systematic changes to a central enrolment process of kindergarten enrolment and participation to family support organisations, child first sites, culturally specific network groups, maternal and child health centres, local shopping centres, community health centres, primary schools etc.
  - Targeted promotion of kindergarten fee subsidy; kindergarten for 3 year old Aboriginal & Torres Strait Islander children and 3 year old children known to Child Protection through sustainable systems, policy or processes.

*Also, please refer to the Community Based Guidelines.*

3. *Project Outcomes:*

- Quantify and measure success against the outputs as identified and specific to your action plan. This will include actual project outcomes and any projected outcomes based on initial analysis and evaluation.  
For example:
  - Increased enrolments through:
    - the targeted promotion of the kindergarten fee subsidy;
    - service redevelopment and advocacy of the kindergarten for 3 year old Aboriginal & Torres Strait Islander children and 3 year old children known to Child Protection achieve through project outputs.
  - A projected increase in enrolments and sustained attendance for 2010 as a result of the implementation and sustainability of project outputs.

*Also, please refer to the Community Based Guidelines*

*\*\*\* If the project outputs and/or project outcomes have changed from the original action plan please provide a rationale and report on the actual outputs and outcomes.*

4. *Budget expenditure* – Acquittal of funds expended year to date as at 30 April 2009 and any projected or anticipated funds to be expended by 30 June 2009.

5. *Useful reference documents:* Community Based Site guidelines and *Breaking Cycles Building Futures Report*, in particular the following chapters: A framework for inclusion (pgs71-72); Guiding principles (pgs 73-76); Ideas for action (pgs 77-88); and Summary and conclusion (pgs 89-96)

\* Indicates that the requested information is optional

Appendix E - continued

## Colac Universal Access to Early Childhood Education Revised discussion paper March 2009



## Background

The Colac Universal Access to Early Childhood Education (UAECE) project has been funded by the Commonwealth Government. The project commenced in November 2008 and is due to be completed by June 2009. The aim of the project is to increase the number of enrolments and sustain attendance in kindergarten programs. The reason why the project has been funded is that not all children have the same opportunity to attend 4 year old kindergarten due their background. The project also aims to introduce kindergarten for 3 Year old Indigenous children and 3 year old children known to child protection. Aspects such as cultural background, financial resources or social circumstances may affect children's opportunity to participate in kindergarten programs.

### What has been the focus of the UAECE project?

As not all children have an equal opportunity to access early childhood education, it is important for kindergarten's to be welcoming and supportive places for everyone in the community. The Colac project's focus has been on the following:

- Working in partnership with Colac Neighbourhood Renewal. The objectives of Neighbourhood Renewal are as follows:
- Increasing access to services
- Increasing participation in government programs
- Improved learning
- Better health and wellbeing
- Informing the community about kindergarten subsidies;
- Supporting the Sudanese community to access kindergarten programs;
- Improving attendance levels of children who may not regularly attend 4 year old kindergarten;
- Improving access for 3 Year old Indigenous children and 3 year old children known to child protection; and
- Developing a kindergarten program at the Cubby House at Colac.

## Community Engagement

A community engagement process has been undertaken in relation to the project. This has included providing information about the project, consultation with kindergartens and service providers. Those involved in the community engagement process have included:

- Colac Neighbourhood Renewal
- Glastonbury Child and Family Services
- Diversitat
- Colac East Kindergarten
- Winifred Nance Kindergarten
- Wydinia Kindergarten
- Apex Pre School Centre
- The Cubby House at Colac
- Colac Area Health Service
- Colac Area Health Service Child First Protection
- Child and Maternal Health Nurse Colac Otway Shire
- Colac Otway Shire Children and Family Services
- Anglican Church – Sudanese Play Group
- Centrelink
- Millville Child Care Centre
- Department of Education and Early Childhood Development
- New Hope Training

**Initiatives proposed** Local initiatives As the project has progressed a number of initiatives have emerged for consideration. They have been developed in partnership with the service sector. The initiatives are as follows:

- To provide training for kindergarten teachers and a committee representative in working with African communities – (Potentially provided by New Hope)
- This could be extended to include the training in relation to working with the Chinese community in the future
- To develop a Early Childhood Education support position shared between the kindergartens within the Colac Otway Shire
- Targeted at early intervention, family routines and children who are not attending kindergarten on a regular basis
- This could potentially be an extension of an existing position within the local service network and also include brokerage funding for rural communities or specialist services
- Establish a Early Childhood Education transition position for the Sudanese community
- This could also include, transition into Primary School
- Healthy meals – to potentially provide food packs. This could be provided by kindergartens or a service provider
- For Kindergarten Committees to include **Children's Welfare/Health and Wellbeing** as a standing item on Committee Meeting agenda's
- Develop a Colac Otway Shire specific brochure on the importance of kindergarten's that includes information on Government fee subsidy
- Work with Transport Connections to improve transport access to kindergartens
- Future consideration for Colac kindergarten's
- Implement Kindergarten Cluster Management
- Central enrolments
- State wide potential initiatives
- Develop a video on the importance of children attending kindergarten (Potential state wide initiative)
- Develop of model for documenting attendance levels at kindergarten on a state wide basis

#### **Where to from here?**

This discussion paper will be used a tool to engage with the service providers and early childhood education providers within Colac. The feedback will inform the final report on the Colac Universal Access to Early Childhood Education project. Further inquiries can be directed to: Andrew Crowley



Appendix F – Local Preschool Brochure

*Colac Otway has a range of kindergartens that provide early education services for children...*

**Why is kindergarten important?**

Kindergarten is an important step in children's development. Kindergarten provides the following:

- Develops confidence and helps establish language skills
- Helps children become accustomed to routines, assists them to grow socially and emotionally in a creative environment
- Kindergarten provides children with the opportunity to learn how to learn in the education system and it is an important step in a child's readiness for school

**Kindergartens in the Colac Otway Shire**

There are currently nine kindergartens within the Colac Otway Shire. They are as follows:

- Apex Pre School
- Alvie and District Kindergarten
- Apollo Bay Preschool
- Birregurra and District Kindergarten
- Colac East Kindergarten
- Forrest Kindergarten
- The Cubby House at Colac Kindergarten Program
- Winifred Nance Kindergarten
- Wydinia Kindergarten

**Kindergarten subsidy**

The State Government provides a subsidy for eligible families with a Health Care Card or Pensioner Concession Card from \$330 to \$730—this can make kindergarten free for some low-income families. This subsidy was established to ensure that every four year old child has access to a kindergarten program.

**What is the kindergarten fee subsidy?**

The kindergarten fee subsidy works to support eligible families by meeting the cost of 10 hours of kindergarten per week for four year old children. Who is eligible?

Families that are eligible include those with one of the following cards, visas or documents:

- Health Care Card
- Pensioner Concession Card
- Temporary Protection/ humanitarian Visas 447, 451, 785 or 786
- Asylum Seekers on Bridging Visas A - F and Refugee and Special Humanitarian Visas holders 200- 217
- Department of Veterans Affairs Gold Card
- If you have triplets or quadruplets attending kindergarten in the same year you are also eligible for the subsidy for each child.

Further details:  
For further details please contact your local kindergarten or early child education centre.




website & contact details here

Colac Otway SHIRE

kindergartens



**Importance of attending regularly**

It is very important that once your child has enrolled in kindergarten that they attend regularly. By attending your local kindergarten on a regular basis your child will have the best start in life and it will help them be prepared for school.

**Welcoming environments**

All kindergartens in the Colac Otway Shire will provide a welcoming environment for your child and help them learn and have fun. Some children will find it easier to become used to a new environment than others, but if your child needs some extra support please talk to your local kindergarten teacher.



**kindergartens in colac...**

**Apex Pre School**  
7 Howarth Street, Elliminyt  
ph: 5231 4271

**Alvie and District Kindergarten**  
Cororooke  
ph: 5233 1436

**Apollo Bay Preschool**  
McLaughlin Street, Apollo Bay  
ph: 5237 6494

**Birregurra and District Kindergarten**  
95 Main Street, Birregurra  
ph: 5236 2096

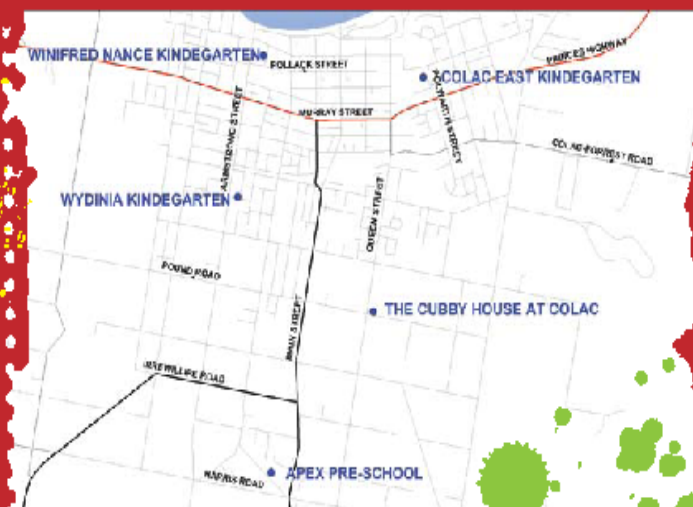
**Colac East Kindergarten**  
1 Polwarth Street, Colac  
ph: 5231 2817

**Forrest kindergarten**  
10 Grant Street, Forrest  
ph: 5236 6540

**The Cubby House at Colac Kindergarten Program**  
91 - 97 Pound Street, Colac  
ph: 5231 4811

**Winifred Nance Kindergarten**  
5 Gilmartin Street, Colac  
ph: 5231 4749

**Wydia Kindergarten**  
19 Dunoon Street, Colac  
ph: 5231 4552





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

D = Discussion

W = Withdrawal

| ITEM   | D | W |
|--|---|---|
| <p><b><u>INFRASTRUCTURE AND SERVICES</u></b></p> <p><b><u>OM112302-3 ROAD MANAGEMENT COMPLIANCE REPORT</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council receives and endorses the Road Management Plan Compliance Report.</i></p>   |   |   |
| <p><b><u>OM112302-4 MARINE SAFETY REGULATIONS 2011</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council receives the report on Marine Safety Regulations 2011.</i></p>  |   |   |
| <p><b><u>OM112302-5 WYE RIVER AND SEPARATION CREEK WASTEWATER MANAGEMENT PROPOSAL</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council writes to Barwon Water and advises that it has no firm position in relation to any of the options proposed, however, Council recommends that a sewerage scheme be implemented for the Wye River and Separation Creek townships and that the sewerage scheme be based on the removal of all septic tank systems from existing properties to minimise potential of landslip.</i></p> |   |   |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

**OM112302-3 ROAD MANAGEMENT COMPLIANCE REPORT**

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

**Purpose**

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

**Declaration of Interests**

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

**Background**

The attached reports detail the performance of Council's road and footpath management systems and processes for the following period:

- October 2010 – December 2010

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

**Council Plan / Other Strategies / Policy**

Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.

Council is committed to achieving this strategy through the implementation and management of Colac Otway Shire Council's Road Management Plan.

**Issues / Options**

The attached compliance report measures compliance levels and also details some key issues relating to the ongoing management of Council's road and footpath assets.

Council's insurer has advised that regular monitoring reports be provided in relation to the level of compliance specified in the Road Management Plan.

*Roads*

Approximately 363-km of Council's municipal public roads were inspected for this reporting period. Roads inspected included Rural Link, urban streets within Elliminyt and the townships of Birregurra, Forrest, Cressy, Beeac, and Beech Forest.

Given the nature of the areas inspected a total of 85 defects were identified for this quarter. The majority of these related to guide posts and missing/damaged signs. 96% of all defects identified through routine inspections have been responded to. Of those outstanding all are within the nominated times for response and will be dealt with under existing maintenance programs. Of the defects that have been addressed, 91% have been completed on time.

| <b>Performance Measure (Roads)</b>  | <b>Target</b> | <b>Result for Period Oct – Dec 2010</b> |
|---|---------------|---|
| Routine inspections completed as per Schedule   | 100%          | 100%                                    |
| Response times for remedial works as assessed in Council's Maintenance Performance Criteria | 85%           | 83%                                     |

### *Footpaths*

Approximately 24km of Council's footpaths were inspected during this reporting period. These inspections focussed on footpaths located in the smaller townships such as Birregurra, Beech Forest, Lavers Hill, Beeac, etc. Areas of footpath in Colac were also inspected during this time.

Of the 103 defects identified for the reporting period, seventeen (17) maintenance defects remain outstanding. Of the defects that were repaired, 95% were completed on time.

Council's recent emphasis has been restoring the serviceability of those assets damaged as a result of ongoing wet conditions. This has impacted somewhat on Council's ability to meet the targets set by the Road Management Plan.

| <b>Performance Measure (Footpaths)</b>  | <b>Target</b> | <b>Result for Period Oct – Dec 2010</b> |
|---|---------------|---|
| Routine inspections completed as per Schedule   | 100%          | 100%                                    |
| Response times for remedial works as assessed in Council's Maintenance Performance Criteria | 85%           | 95%                                     |

### **Proposal**

It is intended that Council receive this report for information.

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

No financial implications are applicable at present. The service levels within the Road Management Plan have been aligned to match existing road and footpath maintenance funding allocations. Emerging deterioration trends will need to be continually monitored to assess both future maintenance and capital budget needs.

As part of the ongoing monitoring of the performance against the Road Management Plan, Council must be mindful of any funding gaps between what is necessary to retain its road network at the required level of service and what is actually being funded.

The standards prescribed by the Road Management Plan provide for a basic level of service in order to meet Council's statutory obligations and to ensure that the fundamental elements of risk management are extended to assets under its control. In some instances the levels of service documented in the Plan may not match the community expectation. Council in the future needs to examine the affordability of these expectations matched against the wide number of other budgetary pressures that it faces.

**Risk Management & Compliance Issues**

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

**Environmental and Climate Change Considerations**

No environmental or climate change 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.

The method of engagement is to inform the community through the presentation of this report.

The Road Management Plan compliance reports are also presented to Council's Audit Committee as required.

**Implementation**

The attached reports are presented to Council for information.

**Conclusion**

Although some aspects of the road management performance results do not comply with the standards of the Road Management Plan, it is a satisfactory outcome given the increased workload pressures that Council's outdoor staff faced particularly during August and September 2010. This period was spent responding to and addressing issues associated with the storms over this time which took precedence over some routine maintenance programs.

**Attachments**

1. Road Management Plan Compliance Report Roads
2. Road Management Plan Compliance Report Footpaths

**Recommendation(s)**

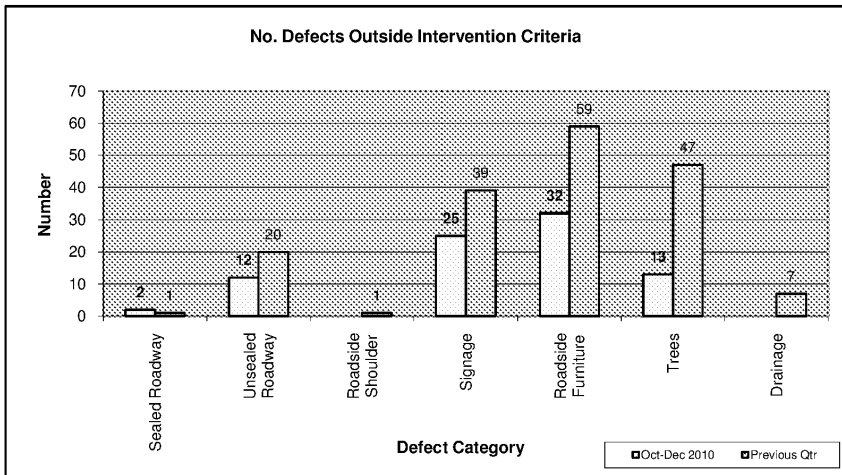
***That Council receives and endorses the Road Management Plan Compliance Report.***

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

| <b>Road Management Plan Compliance Report</b> |                              |
|-----------------------------------------------|------------------------------|
| <b>Asset Category:</b>                        | Roads                        |
| <b>Reporting for the Period:</b>              | 2nd Quarter (Oct - Dec 2010) |
| <b>Inspections Completed By:</b>              | Kevin O'Gorman               |
| <b>Report Prepared By:</b>                    | Adam Lehmann                 |

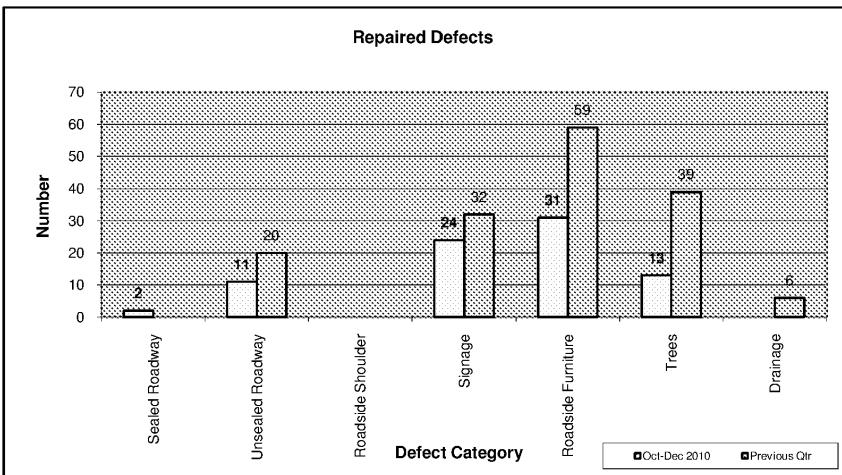
**No. of Defects Identified - Outside Intervention**



**Comments**

Approximately 363-km of Council's municipal public roads were inspected for this reporting period. Roads inspected included Rural Link, urban streets within Elliminyt and the townships of Birregurra, Forrest, Cressy, Beeac, and Beech Forest.

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



**Comments**

Given the nature of the areas inspected a total of 85 defects were identified for this quarter. The majority of these related to guide posts and missing/damaged signs.

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

**Inspection Performance Summary**

Proportion of routine inspections completed for Period to meet prescribed frequencies

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

**Comments**

All proactive maintenance inspections have been completed as scheduled.

**Maintenance Performance Summary**

Proportion of reported defects that have been actioned

| Defect Category    | Score |
|--------------------|-------|
| Sealed Roadway     | 100%  |
| Unsealed Roadway   | 92%   |
| Roadside Shoulder  |       |
| Signage            | 96%   |
| Roadside Furniture | 97%   |
| Trees              | 100%  |
| Drainage           |       |

Proportion of defects actioned within prescribed response times

| Defect Category    | Score |
|--------------------|-------|
| Drainage           |       |
| Roadside Furniture | 100%  |
| Sealed Roadway     | 100%  |
| Signage            | 88%   |
| Trees              | 100%  |
| Unsealed Roadway   | 64%   |
| Roadside Shoulder  |       |

**Comments**

96% of all defects identified through routine inspections have been responded to. Of those outstanding all are within the nominated times for response and will be dealt with under existing maintenance programs. Of the defects that have been addressed, 91% have been completed on time.

**Overall Comments**

A satisfactory level of compliance has been achieved for this reporting period given the recent demands placed on Council's work crews in responding to various issues caused by ongoing wet conditions, particularly through early December 2010.

**INFRASTRUCTURE DEPARTMENT**

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

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

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

**Inspection Definitions**

**Routine Inspections**

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

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

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

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

**Condition Inspections**

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

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

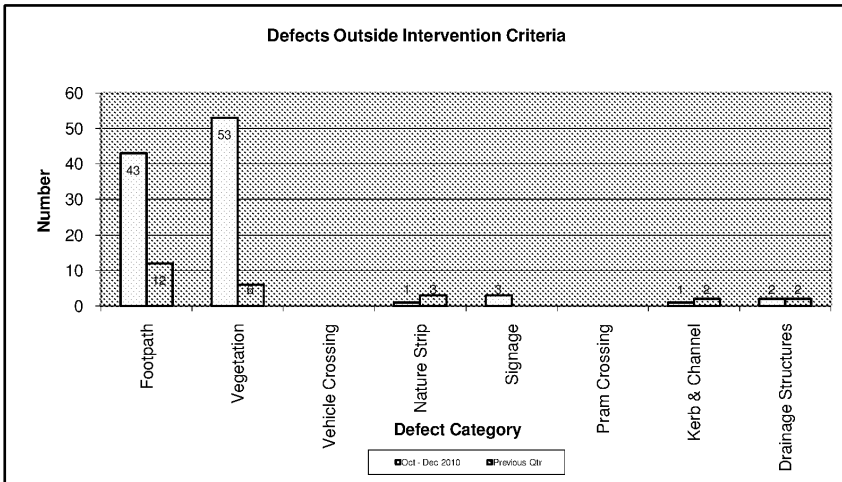
Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action and is used in the development of relevant programs of rehabilitation or renewal works.



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

| <b>Road Management Plan Compliance Report</b> |                                   |
|-----------------------------------------------|-----------------------------------|
| <b>Asset Category:</b>                        | Footpaths                         |
| <b>Reporting for the Period:</b>              | 2nd Quarter (Oct - December 2010) |
| <b>Inspections Completed By:</b>              | Kevin O'Gorman                    |
| <b>Report Prepared By:</b>                    | Adam Lehmann                      |

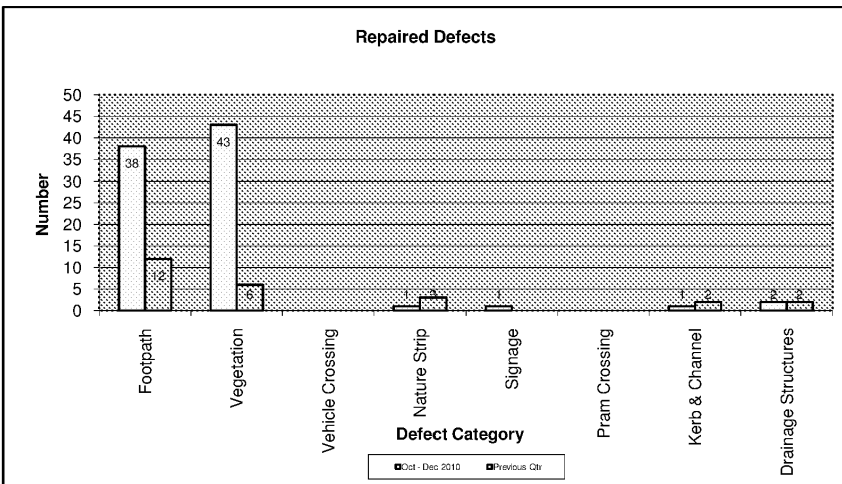
**No. of Defects Identified - Outside Intervention**



**Comments**

Approximately 24km of Council footpaths were inspected during this reporting period. These inspections focussed on footpaths located in the smaller townships such as Birregurra, Beech Forest, Lavers Hill, Beeac, etc. Areas of footpath in Colac were also inspected during this time.

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



**Comments**

Of the 103 maintenance issues recorded 86 have been responded to. This represents a completion rate of 83%.

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

**Inspection Performance Summary**

Proportion of routine inspections completed for Period to meet prescribed frequencies

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

**Comments**

All proactive inspections programmed for this quarter have been completed on schedule.

**Maintenance Performance Summary**

Proportion of reported defects that have been actioned/repared

| Defect Category     | Score |
|---------------------|-------|
| Footpath            | 88%   |
| Vegetation          | 81%   |
| Vehicle Crossing    |       |
| Nature Strip        | 100%  |
| Signage             | 33%   |
| Pram Crossing       |       |
| Kerb & Channel      | 100%  |
| Drainage Structures | 100%  |

Proportion of defects actioned within prescribed response times

| Defect Category     | Score |
|---------------------|-------|
| Footpath            | 92%   |
| Vegetation          | 100%  |
| Vehicle Crossing    |       |
| Nature Strip        | 100%  |
| Signage             | 100%  |
| Pram Crossing       |       |
| Kerb & Channel      | 100%  |
| Drainage Structures | 50%   |

**Comments**

95% of the defects that were responded to have been completed on time, however only 83% of the total number of defects identified have been completed. This result does not comply with the standards of the RMP however ongoing storm activity, particularly during December 2010, has seen an emphasis on recovery and response to damaged assets.

**Overall Comments**

Of the 103 defects identified for the reporting period, 17 maintenance remain outstanding. Council's recent emphasis has been restoring the serviceability of those assets damaged as a result of ongoing wet conditions. This has impacted somewhat on Council's ability to meet the targets set by the Road Management Plan.

**INFRASTRUCTURE DEPARTMENT**

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

**Asset Inspection Regime - Footpaths**

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

**Inspection Definitions**

**Routine Inspections**

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

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

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

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

**Condition Inspections**

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

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

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



**OM112302-4****MARINE SAFETY REGULATIONS 2011**

|             |                           |           |                             |
|-------------|---------------------------|-----------|-----------------------------|
| AUTHOR:     | Ranjani Jha               | ENDORSED: | Neil Allen                  |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN00233 Apollo Bay Harbour |

**Purpose**

The purpose of this report is to advise Council on Marine Safety Regulations 2011 and implications for Port and Waterway Managers.

**Declaration of Interests**

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

**Background**

The review of the *Marine Act 1988* commenced in 2009 with stakeholder consultation and the Marine Safety Bill was introduced in 2010. The Marine Safety Bill was introduced in the Parliament at the end of 2010 and the Marine Safety Regulations 2011 were formulated in the beginning of 2011. The new Regulations will be brought into practice before the end of 2011 however the exact date depends on the time required to finalise the regulations.

The review of the *Marine Act 1988* was initiated due to the increasing number of accidents in the recreational boating sector and a number of “near misses” in the commercial sector. The aim of the *Marine Safety Act 2010* is to deliver the tools and mechanisms to improve the safety requirements for recreational vessels, improve the knowledge and skills of persons involved with recreational boating and focus on operational safety in the commercial sector.

At present the Marine Safety Division of the Department of Transport (DOT) is holding a number of workshops to “road test” the draft regulations for ensuring that the new regulations will not cause any unintended consequences. The full public consultation process is planned to commence in April 2011 subject to the direction taken by the new government.

**Council Plan / Other Strategies / Policy**Leadership and Governance

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

Strategy

Provide a fair, safe and healthy work environment.

Key Actions

Enhance and implement the occupational health and safety systems (SafetyMAP) and ensure ongoing compliance with all relevant regulations.

**Issues / Options**

Once the Marine Safety Regulations are finalised the Port Managers will need to comply with the requirements of the new Regulation. In Council’s case these Regulations will need to be abided with in the management of the Port of Apollo Bay. It is important for the Port

Manager and the Port staff to fully understand the requirements under the new Regulations and any changes that will take place with respect to the previous Marine Act.

The Manager Major Contracts attended a Workshop arranged by the Department of Transport (DOT) at the Port of Melbourne Education Centre on 4 February 2011. The objective of the Workshop was to advise the Port Managers of the changes to the Marine Safety Laws, their implications for Port and Waterway Managers, obtain feedback from the participants and discuss any implementation issues.

A presentation was made by Mr Paul Salter, Project Manager, Regulatory Policy, Legislation Branch, Legal, DOT highlighting the key features of the Marine Safety Regulation and changes with respect to the previous Marine Acts.

The highlights are summarised below with reference to relevant Chapters within the Act:

#### Chapter 1 – Preliminary

- The new Act provides the Minister with the power to declare a Safety Director; a person or a body established or constituted under the Act;
- The declaration of the Safety Director is to be for a period of five (5) years;
- Necessary guidance provided for the Safety Director indicating how the regulatory regime should function; and
- Relationship between Marine Safety Regulation and Occupational Health & Safety Regulation.

#### Chapter 2 – Marine Safety Duties

- OH&S duties of all parties that form the chain of responsibility for Marine Safety;
- Transport Safety Victoria appointed as the Regulator for enforcing the compliance of safety duties.

#### Chapter 3 – Operation of Vessels

- Requirement for commercial vessels to provide the Safe Construction Certificate and Safe Operations Certificate - replaces the Certificate of Survey Requirement;
- Recreational use of commercially operated vessels permitted subject to the approval of an Application;
- Certificate of Competency/Local Knowledge Certificates – requirement unchanged excepting penalty levels;
- Commercial requirements not applicable to government vessels; and
- Collision regulations are to be in foreseeable through the use of infringement notices.

#### Chapter 4 – Enforcement

- A new part included in the Act on disciplinary action;
- A further new part included on vessel owner's responsibilities and onus in the event of an offence;
- All Authorised Officers will become Transport Safety Officers appointed under *Transport Act 1983*; and
- Safety Director is obliged to provide training.

#### Chapter 5 – Management of Waters

- Requirements on standards for navigational aids and dredging;

- The process for making new rules and ensuring the right of stakeholders to have their say and granting of exemptions;
- Waterway rules, eg vessel operating and zoning rules, mandatory considerations, notices gazettes etc;
- Boating activity exemptions and exclusion zones;
- Regulation on other activities on certain waters, eg power for Port and Waterway Managers to give directions in case of emergency;
- Statutory indemnity for Waterway Managers from potential liabilities associated with fulfilling statutory functions; and
- The Safety Director no longer treated as the default Waterway Manager.

#### Chapter 6 – Harbour Masters

- Requirement to engage a licensed Harbour Master, however, it has been verified that in the case of smaller Ports, like Port of Apollo Bay, the power of the Harbour Master can be vested with the organisation such as with the Colac Otway Shire;
- The licensing requirements of the Harbour Master;
- Assistant Harbour Masters – no change; and
- Functions and powers of Harbour Masters.

#### Chapter 7 – Pilotage

- Power of Safety Director to declare waters where a licensed pilot is required to be engaged is made clearer;
- Civil liability of pilots and pilotage service providers.

#### Chapter 8 - General

- Details on the Administration of Act;
- Review of decisions;
- Miscellaneous matters for example, prohibitions against fraud, interfering with navigational aids, obstructing authorised officer, accepting bribes, obtaining permissions by false statement etc.

#### Chapter 9 – Savings and Transitional

- Chapter specific definitions – generally those used in Marine Act.
- Transition of pre-existing permissions.

#### Chapter 10 – Amendments to the other Acts

- Reference to Drug, Alcohol and Pollution Control Act;
- Reference to *Transport Act 1983*.

#### **Proposal**

During the Workshop it was indicated that in conjunction with the ongoing series of Workshops, the new regulations will be released for public consultation around April/May 2011. The new regulations are likely to come into force by the end of 2011. It is expected that upon the completion of the consultation process, the Council will be provided with the final version of regulations for making any comments or a formal submission. There will be a need to understand the requirements of the new regulations and work closely with the Transport Safety Division of DOT for its systematic implementation.

**Financial and Other Resource Implications**

There will not be any direct impact on Council's financial status as a result of the new Marine Safety Regulations, however, training will need to be provided to all the Port staff, ensuring that all aspects of the new regulations are clearly understood and adhered to. As the Port of Apollo Bay is fully funded by the State Government, the Port budget will cater for any ongoing training and development requirements of the staff.

**Risk Management & Compliance Issues**

It is expected that with the implementation of the new *Marine Safety Act 2010* the number of accidents in the recreational boating sector and the number of "near misses" within the commercial sector will be significantly reduced. The new Act will provide necessary tools and mechanisms for enforcing the safety requirements applicable to recreational vessels. It will improve the knowledge and skills of the persons involved with recreational boating and focus on operational safety of vessels in the commercial sector. Therefore on an overall basis, the new Act once implemented will bring about significant safety improvements in Port operations.

**Environmental and Climate Change Considerations**

The new Act focuses on safe operation of vessels, enforcement criteria and management of Port waters, all of which will reduce risk to environmental damage and enhance the safety factor.

**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. DoT will provide assistance with public consultation on this issue as this is a state-wide issue involving all Ports.

As indicated above, once the ongoing DOT Workshops have been held, DOT will "road test" the new Marine Regulation. They have offered if required, to visit the local Ports and talk to the interested stakeholders on any particular details. Staff will work to ensure that this happens.

**Implementation**

The implementation of the new regulations is likely to commence from the end of 2011 upon the completion of a satisfactory stakeholder consultation process. There will be a transition phase during which the Port Managers will be liaising with the Transport Safety Victoria division of DOT working on the final details and necessary training will be provided to the Port staff. Some of the initial steps will be the appointment of a Safety Director and the appointment of Authorised Officers for monitoring of safety aspects mentioned in the new regulation.

**Conclusion**

In order to increase the safety factor and decrease the number of accidents and near misses associated with the recreational and commercial sector, it was considered necessary to undertake a review of the *Marine Act 1988*. The main objectives of the review were to improve knowledge and skills of the persons involved with recreational boating and improve the operational safety of the commercial sector. At present a number of Workshops are being held for explaining the new Marine Safety Regulations 2011 to the stakeholders and it is proposed that upon completion of the consultation process, information will be compiled and forwarded to all the stakeholders for providing any further comments or written submissions. Once the submissions are received and are taken into account, then the new Marine Regulations will be finalised and likely to be brought into effect from the end of 2011 subject to the approval of the government.



From the Port of Apollo Bay operations point of view, it is expected that there will be a need to grasp the new regulations and work closely with the DOT for its systematic implementation. Some of the initial steps would be to appoint the new Safety Director and the Authorised Officers who will monitor the safety aspects of the Port in conjunction with the Port Manager. Council will be kept updated on the implementation of the new regulations through future Council reports.

**Attachments**

Nil

**Recommendation(s)**

***That Council receives the report on Marine Safety Regulations 2011.***

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**OM112302-5                      WYE RIVER AND SEPARATION CREEK WASTEWATER  
MANAGEMENT PROPOSAL**

|             |                           |           |                                     |
|-------------|---------------------------|-----------|-------------------------------------|
| AUTHOR:     | Neil Allen                | ENDORSED: | Rob Small                           |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | GEN00791<br>Waterways<br>Management |

**Purpose**

The purpose of this report is to determine Council's position in relation to the Barwon Water Report on the implementation of a Wastewater Management Proposal at Wye River and Separation Creek, and provide a response to Barwon Water.

**Declaration of Interests**

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

**Background**

The Colac Otway Shire's "*Domestic Wastewater Management Plan*" identifies Wye River and Separation Creek as equal highest priorities for improved wastewater management for all un-sewered towns within the Shire. Wye River and Separation Creek were identified as priority one towns for provision of improved wastewater management under the Country Towns Water Supply and Sewerage Programs. In 2007 Colac Otway Shire received funding under the Country Towns Water Supply and Sewerage Program to undertake a high level of investigation of options for the improvement of wastewater management at Wye River and Separation Creek.

The initial investigations report recommended a solution comprising a centralised wastewater collection system and a treatment plant with recycled water to be irrigated on land west of the Wye River township. The concept design and cost estimate of \$7.9m (2007) was developed by SKM Consulting for the Council. This proposal was submitted to the Department of Sustainability and Environment (DSE) for assessment. In 2008 DSE requested Barwon Water to develop a functional design and business case for implementation of the sewerage concept developed by SKM Consulting for Colac Otway Shire. Investigations undertaken for the sewerage scheme concept provided to Barwon Water by DSE for functional design were not technically viable. The proposal for the wastewater treatment plant and the irrigation area are located within the landslip zone and are not suitable. There are no other areas of sufficient area and suitable geology to dispose of all recycled water by irrigation near or within these townships. There is also inadequate suitable land area for irrigation of recycled water onto the land within the vicinity of the townships. Alternate options for managing excess recycled water have been considered and include:

- discharge to Separation Creek;
- discharge to Wye River; and
- discharge to ocean.

The Scheme proposes to connect to a total of 339 existing properties in Wye River and Separation Creek with the allowance for growth to 479 properties in the area. Seasonal population increases over the summer months, particularly in December – April, do have a big impact on the volume of water discharge into the system.

The scheme proposes that any treatment of wastewater be treated to a Class A Standard.

The options involved recycling as much “Class A” recycled water as possible.

The Wye River and Separation Creek Wastewater Management – Regulatory Reference Group was established to provide input into this process. The group has met formally on three (3) occasions since the initial inception meeting on 23 April 2009. The group is made up of representatives from Colac Otway Shire (General Manager Infrastructure & Services), Barwon Water, Consultants SKM, DSE, EPA, VicRoads and a number of community members.

In order to further investigate the options raised, DSE has entered into a funding agreement with Barwon Water to investigate the alternate options for disposal of excess recycled water.

This work has been carried out and the investigation of the options has determined the following:

| Option 1   | Option 2   | Option 3  | Option 4   |
|--|--|---|--|
| <b>Discharge excess Recycled Water to Separation Creek</b>   | <b>Discharge excess recycled water to Wye River</b>  | <b>Discharge excess recycled water to Ocean</b>   | <b>Irrigation of all recycled water to Land</b>  |
| Excessive cost \$22.2 million<br>EPA approval of discharge to Separation Creek (dilution requirements not met) | Excessive Cost \$21.5 million<br>EPA approval of discharge to Wye River (dilution requirements not met)<br>River is used for swimming and water supplies for toilets flushing and showers at camping grounds | Excessive Cost \$23.9 million<br>Existing negative community perception of ocean outfalls | Cost \$9.5 million Not technically viable<br>Irrigation area west of Wye River is not suitable due to landslip risks |

The options were reviewed by the Barwon Water Board at its meeting in August 2010 and the Board resolved as follows:

- Advise DSE, Council and the Regulatory and Community Reference Groups that Option 4 (irrigation of recycled water to land) is not technically viable and a business case cannot be developed in line with the funding agreement with DSE;
- Preliminary assessment of other Options indicate they are excessively expensive and have significant challenges; and
- Seek DSE advice on the appropriate next steps.

In seeking advice in relation to the next step, Barwon Water has presented a draft report to Colac Otway Shire and the Regulatory & Community Reference groups for comment. Barwon Water is also seeking feedback from Council and these reference groups, prior to the finalisation of the report and submission of the report to DSE for their advice.

**Council Plan / Other Strategies / Policy****Environmental Management**

Council will protect and enhance the environment entrusted to us, demonstrate efficient use of natural resources and minimise climate change impacts.

Key Action 6: Minimise, recycle and manage residential waste.

**Issues / Options**

Barwon Water is seeking comment from Council in relation to the proposals for treatment of Wastewater at Wye River and Separation Creek. Prior to making any determination in relation to future direction, Barwon Water needs to understand the Council position in relation to its preferred course of action.

**Proposal**

The proposal is to provide a comment to Barwon Water in writing on the preferred direction of Council in relation to Wastewater Management at Wye River and Separation Creek. Given that no firm proposals have been endorsed and the works have not been carried out on site, Council cannot make a comment on a specific proposal. Council can, however, recommend that Barwon Water determine a solution to the current septic tank discharge in Wye River and Separation Creek. Council has concerns in relation to the additional risks that septic tanks place on the community in that area and the potential increase in landslips due to water discharge from properties. As such Council's preferred course of action would be that septic tanks discharge is eliminated to minimise landslip risk, through the introduction of a sewerage scheme.

**Financial and Other Resource Implications**

The financial cost of this project has been estimated to be between \$21.5 to \$23.9M. The implementation of a sewerage scheme would be funded largely by Barwon Water as a charge to its water and sewerage rates. Council would have no involvement in the cost for sewerage other than for any infrastructure owned by Council, however, if no sewerage option is pursued, Council will have a continued ongoing management and monitoring role for the septic tank systems in the Wye River and Separation Creek area.

**Risk Management & Compliance Issues**

Currently Council is responsible for overseeing the management of septic systems in Wye River and Separation Creek. If a sewerage scheme is implemented, Council would no longer have that responsibility. The major risks for the implementation or non-implementation of this scheme are as follows:

- Potential for increase in risk of landslips due to septic tanks if the scheme is not implemented;
- Potential contamination from sewerage during floods etc;
- Potential pollution to waterways and ocean if a scheme is not implemented.

**Environmental and Climate Change Considerations**

The implementation of any scheme will have an environmental impact, either at the ocean or at Wye River or Separation Creek on environmental flows. Despite the water being treated to Class A, there may be impacts on environmental flows into either Separation Creek or Wye River if discharges occur from the treatment facility to those streams. These environment flows will change the characteristic of the river in the summer months in particular and may have an impact on the animal and marine species which live in the area. Approval will be required from the EPA to implement this scheme. A discharge to the ocean for Class A treated water would have much less of an impact. Notwithstanding given the

sensitive nature of all proposals, any discharge will have an environmental impact which would need to be managed.

### **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.

In this instance community engagement will be managed primarily by Barwon Water and Council's role will be to support and assist in this project as required. It is proposed that Council would work in conjunction with Barwon Water to develop a community consultation strategy if a proposal was adopted.

### **Implementation**

Prior to any implementation occurring, a decision will need to be made on which course of action is most appropriate. Given that Barwon Water is seeking feedback from Council, it is too early to provide comment in relation to implementation at this stage. It is, however, appropriate that Council makes a recommendation in relation to a solution that Barwon Water develops and implements a scheme which removes the septic tanks from the area.

### **Conclusion**

At a Barwon Water briefing to Council on the 9 February 2011 Council was presented with a number of localised options to address this issue, however it was agreed that Barwon Water should be the responsible authority for implementing any sewerage proposal.

It is therefore recommended that Council writes to Barwon Water and advises that in relation to the various options considered, Council does not have a firm position on any particular option, however, whatever option is chosen, Council's preferred option would involve the removal of septic tanks from the Wye River and Separation Creek townships to assist with risk minimisation in relation to landslip from water discharge.

### **Attachments**

Nil

### **Recommendation(s)**

***That Council writes to Barwon Water and advises that it has no firm position in relation to any of the options proposed, however, Council recommends that a sewerage scheme be implemented for the Wye River and Separation Creek townships and that the sewerage scheme be based on the removal of all septic tank systems from existing properties to minimise potential of landslip.***

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

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | D | W |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>SUSTAINABLE PLANNING AND DEVELOPMENT</u></b></p> <p><b><u>OM112302-6      ADOPTION OF AMENDMENT C58 TO THE COLAC OTWAY PLANNING SCHEME</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <p><b><i>1. Adopts Amendment C58 to the Colac Otway Planning Scheme as exhibited, with the following changes as recommended by the Panel:</i></b></p> <p style="padding-left: 40px;"><b><i>a) The rewording of Clauses 21.02-2 and 21.03-6 to require consideration of coastal hazards, river flooding and coastal inundation.</i></b></p> <p style="padding-left: 40px;"><b><i>b) The rewording of Clause 21.03-7 to include reference to Kennett River, Wye River and Separation Creek.</i></b></p> <p style="padding-left: 40px;"><b><i>c) The inclusion of a legend on both of the exhibited Framework Plans to improve their legibility.</i></b></p> <p><b><i>2. Does <u>not</u> support the inclusion of a site specific provision in the schedule to Clause 52.03 – Specific Sites and Exclusions as proposed by the Panel under Recommendation 2, nor the inclusion of Lot 2 of PS527447 and Lot 2 of PS609334 within the Township Zone and settlement boundary.</i></b></p> |   |   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM112302-7 COLAC CENTRAL BUSINESS DISTRICT AND CITY ENTRANCES PROJECT COMMUNITY REFERENCE GROUP</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council endorses the following community members as the Colac CBD and City Entrances Community Reference Group (CRG):</i></b></p> <ol style="list-style-type: none"> <li>1. <i>Jacqui Campbell</i></li> <li>2. <i>Richard Riordan</i></li> <li>3. <i>Glenn McVilly</i></li> <li>4. <i>Cliff McAliece</i></li> <li>5. <i>Katy Bright</i></li> <li>6. <i>Anthony McDonald</i></li> <li>7. <i>Alisha Bergman</i></li> <li>8. <i>Henry Bongers</i></li> <li>9. <i>Geoff Iles</i></li> <li>10. <i>Frank Delorenzo</i></li> <li>11. <i>Paul Durr</i></li> <li>12. <i>Renee Remmerswaal</i></li> </ol> |  |  |
| <p><b><u>OM112302-8 COMMUNITY REFERENCE GROUP - BIRREGURRA STRUCTURE PLAN AND NEIGHBOURHOOD CHARACTER STUDY</u></b></p> <p>Department: Sustainable Planning and Development</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council endorses the following community members for the Birregurra Structure Plan and Neighbourhood Character Study Community Reference Group:</i></b></p> <ol style="list-style-type: none"> <li>1. <i>Ian Court</i></li> <li>2. <i>Geoff Downard</i></li> <li>3. <i>Phillip Kennon</i></li> <li>4. <i>Ian Fox</i></li> <li>5. <i>George Johnson</i></li> <li>6. <i>Christine West</i></li> <li>7. <i>Gary Battye</i></li> <li>8. <i>Paul Drewry</i></li> <li>9. <i>Sarah Handscombe</i></li> <li>10. <i>Rosemary Crossley</i></li> <li>11. <i>Peter Faulkner</i></li> </ol>               |  |  |



**Recommendation**

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

**MOVED** .....

**SECONDED** .....



OM112302-6

**ADOPTION OF AMENDMENT C58 TO THE COLAC OTWAY PLANNING SCHEME**

|             |                                    |           |                                        |
|-------------|------------------------------------|-----------|----------------------------------------|
| AUTHOR:     | Don Lewis                          | ENDORSED: | Jack Green                             |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | GEN00451 Planning Scheme/Amendment C58 |

**Purpose**

To provide Council with a summary of the Panel Report into Amendment C58 and to propose adoption of the amendment with changes.

**Declaration of Interests**

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

**Background**

Following extensive community consultation, the Kennett River, Wye River and Separation Creek Structure Plan (KWSSP) was formally presented to Council for adoption at its meeting on 26 February 2008. At this meeting Council resolved to adopt the completed Structure Plans and implement its recommendations through an amendment to the Colac Otway Shire Planning Scheme.

Planning Scheme Amendment C58 was subsequently prepared by Council officers and exhibited for a period of six weeks in May and June 2009. As exhibited, the amendment proposed to:

- Introduce new strategic direction statements into the Municipal Strategic Statement (MSS) to reflect the directions of the KWSSP. The updated MSS acknowledges the low growth capacity of the townships, seeks to protect the environmental qualities of the settlements and contain urban development within defined settlement boundaries.
- Rezone land in Harrington Street and Dollar Drive, north of Separation Creek from Low Density Residential Zone (LDRZ) to Rural Conservation Zone (RCZ) to restrict subdivision and development of this land to accord generally with previously approved planning permits.
- Include the KWSSP as a reference document under Clause 21.07 of the LPPF.

A total of 9 submissions were received during the exhibition period. The key issues raised in the submissions included:

- Objection to the exclusion of an '*Investigation Area*' for future residential and tourism development west of Wye River from the exhibited MSS and Framework Plan.
- Objection to the proposed rezoning of land north of Separation Creek from LDRZ to RCZ.
- Requests for the expansion of the settlement boundary and Township Zone area to include additional lots currently zoned LDRZ and RCZ.

The submissions were presented to Council for consideration at its meeting on 25 August 2010. Council supported the view of officers that it would not be appropriate or possible to accommodate all of the changes sought by submitters. Council subsequently resolved to request that the Minister for Planning appoint an independent panel to consider all submissions received.

A two member Planning Panel was appointed in September 2010 and the Panel Hearing took place in Wye River on 11 November 2010. At the hearing, five of the written submissions were further addressed by the relevant proponent/landowner and a presentation was made by Council officers in accordance with the resolution of Council on 25 August 2010.

The Panel Report was received by Council on 24 December 2010 and released to the public early in January 2011. Its contents and recommendations are discussed in more detail under the *Issues/Options* section of this report.

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

The Council Plan contains an objective to:

“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.”

### **Issues / Options**

The Panel has recommended that Council adopt Amendment C58 subject to some minor changes to the wording of the MSS and refinements to the extent of the settlement boundary and Township Zone area. A copy of the Panel Report can be viewed at *Attachment 1* and contains a detailed appraisal of the amendment, recommended changes and consideration of the submissions received.

Each recommendation made by the Panel is numbered and outlined in bold below. Officers have considered the findings of the Panel Report and comments are included beneath each of the Panel's recommendations:

- 1. Coastal inundation issues should be addressed by amending Clause 21.02-2 and 21.03-6 to include reference to coastal hazards, river flooding and coastal inundation.**

The Panel was of the view that the Amendment is broadly consistent with current state and federal government policies relating to climate-induced sea level rise. However, some concerns were raised in relation to specific policies within the exhibited MSS and framework plans encouraging tourist development on the flatter, cleared land near the centre of the townships.

The Panel felt that because this land is adjacent to the rivers and potentially susceptible to coastal inundation it would be prudent to highlight the need for future development to respond to the issues of river flooding, coastal inundation and erosion. Accordingly, the Panel has recommended revised wording to Clauses 21.02-2 and 21.03-6.

Officers support the Panel's recommendation and believe it to be a prudent and proactive approach to dealing with the future impact of sea level rise.

- 2. The existing Low Density Residential area north of Separation Creek (Lots 1,2,3,4 and 5 of PS611451) should be rezoned to Rural Conservation Zone in accordance with the exhibited Amendment. In addition to this, a site specific control should be included in the schedule to Clause 52.03 – Specific Sites and Exclusions which will provide that application may be made to use and develop the subject lots for up to two dwellings each.**

At the Panel Hearing a submission was made on behalf of the estate of Don Levy Fitzpatrick (Fitzpatrick). Fitzpatrick owns over 20 separate titles, amounting to over 250 ha of land in the Wye River/Separation Creek area. The submission sought extensions to the settlement boundary and Township Zone area to facilitate tourist and residential development of that land. These requests included the reinstatement of the 'Investigation Area' west of Wye River Caravan Park and the retention of the Low Density Residential Zone (LDRZ) over land immediately north of Separation Creek.

The Panel supported the view of Council officers in suggesting that significant environmental constraints relating to wastewater and storm water management effectively preclude any further expansion of the settlement boundaries.

The Panel also supported Council's proposed rezoning of the four LDRZ lots located immediately north of Separation Creek to RCZ on the grounds that it would establish a clearly defined limit to the extent of future township development. However, the Panel indicated that given the large size of these lots, and nature of permits already granted, the owners should be afforded the opportunity to develop these lots with the same number of dwellings as might have been contemplated under the present LDRZ zoning (the LDRZ allows for the landowner to make application to Council for the construction of a second dwelling on each lot, whereas this would be prohibited under the RCZ).

To achieve this, the Panel has recommended that a site specific provision should be added to the schedule to Clause 52.03 – *Specific Sites and Exclusions* which would provide that application may be made to use and develop the four lots for up to two dwellings each. Any such application would be subject to the normal assessment processes involving the consideration of site suitability, effluent disposal, fire issues and the like.

It is considered however that the inclusion of a site specific provision for the subject lots serves to undermine the intent of the proposed RCZ rezoning. It would result in the creation of an additional statutory control designed to allow consideration of more intensive residential development in an area of extreme bushfire risk and environmental sensitivity.

The Panel report (p21) refers to investigations '*...earlier undertaken into the development potential of the land...*' which suggested that the construction of two dwellings on each of the four lots would be a reasonable planning outcome. Council's submission to the Panel identified that these site investigations were in fact undertaken approximately 6 years ago and included no consideration of the recommendations stemming from the recently completed Bushfires Royal Commission.

It is considered reasonable for the landowner to expect that planning controls will change over time and to adapt accordingly. The strategic direction for coastal areas has changed considerably since 2004 with the release of the 2008 Victorian Coastal Strategy, 2006 Coastal Spaces Report and the current Bushfires Royal Commission.

It is the opinion of officers that the investigations referred to by the Panel are outdated and cannot be relied upon to justify further development of the lots.

The Panel report (p21) also suggests that Council had previously given the landowner 'assurances' that the lots could each be developed with multiple dwellings, however there is no evidence on file to support this, and in any case, Council is bound to consider what is appropriate in today's circumstances. Whilst it is acknowledged that the rezoning to RCZ prohibits the construction of multiple dwellings on a lot, this development opportunity was never approved at subdivision stage and such an assurance could only be provided if the applicant were to formally lodge a planning permit application with Council. No such application has ever been lodged or assessed and it is therefore considered that the development potential of the lots is yet to be determined. The Section 173 agreement applying to the lots prohibits any further subdivision of the land, providing a clear signal of the limited scope of development entertained when the subdivision was approved.

Combined, the above reasons appear to constitute the Panel's justification for the inclusion of an additional control under Clause 52.03 to allow consideration of a second dwelling on each of the lots. It is worth noting that in making its recommendation, the Panel report does not include any meaningful consideration of the implications of more intensive residential development in an area of extreme bushfire risk.

The subject lots are located on a steep, heavily vegetated ridgeline with no discernable separation from the densely forested Great Otway National Park. The Victorian Fire Risk Register for wildfire identifies Wye River and Separation Creek as having an extreme fire risk. The register suggests that the occurrence of a wildfire event in this settlement in the future is almost certain and that the consequence of such an event could be catastrophic. Written comments received from the CFA and tabled at the Panel Hearing indicated that:

- Wye River is amongst the most vulnerable townships in Victoria and has been classified 1A on the Victorian Fire Risk Register.
- The vegetation type, topography and fuel loads around the settlement can create extreme fire behaviour placing the town at extreme risk of bushfire.
- Wye River does not have a CFA certified Neighbourhood Safer Place of Last Resort.
- The Great Ocean Road is the only road providing access in and out of the settlement and could easily become gridlocked during the peak summer period.
- The limited bushfire awareness of the visiting tourist population would further hamper evacuation efforts in a serious bushfire event.

The State Government has committed to the implementation of all 67 of the Royal Commission's recommendations. Whilst the statutory outcomes of this process remain unknown, the broader intent of the recommendations is obvious and their relevance to the subject lots is significant.

The following recommendations of the Royal Commission are considered to have particular relevance to the subject lots and clearly demonstrate that any further development in this area would conflict with the intent of the Commission's findings:

- **Recommendation 39** - The State amend the Victoria Planning Provisions relating to bushfire to ensure that the provisions give priority to the protection of human life, adopt a clear objective of substantially restricting development in the areas of highest bushfire risk – giving due consideration to biodiversity conservation – and provide clear guidance for decision makers.
- **Recommendation 40** - The CFA amend its guidelines for assessing permit applications to substantially restrict new developments and subdivisions in areas of highest risk.
- **Recommendation 46** - The State develop and implement a retreat and resettlement strategy for existing developments in areas of unacceptably high bushfire risk, including a scheme for non-compulsory acquisition by the state of land in these areas.

The Panel's recommendation to include a provision under Clause 52.03 to facilitate multiple dwellings on each lot could result in the construction of 4 additional dwellings on a steep, heavily vegetated and inaccessible ridgeline abutting the Great Otway National Park and one of the most bushfire prone settlements in Australia.

It is the opinion of officers that the introduction of such a control would represent a complete disregard for the lessons learnt in the aftermath of Black Saturday and, perhaps most importantly, the recommendations of the Bushfires Royal Commission.

Accordingly, it is recommended that Council endorse the proposed rezoning of the land from LDRZ to RCZ but not the proposed introduction of a site specific control under Clause 52.03.

**3. The land directly to the rear of 33 McRae Road, Wye River should be rezoned from Rural Conservation Zone to Township Zone.**

At the Panel Hearing a submission was made on behalf of the owner of 33 McRae Road, Wye River. The property is located to the rear of the Wye River Tourist Park above a steep escarpment which runs downhill towards the tourist park. The escarpment area comprises approximately 400sqm of RCZ zoned land owned by the tourist park. The submitter has requested that the land be rezoned to Township Zone so as to allow them to purchase the land off the Tourist Park and utilize it as the rear private open space of their existing dwelling at 33 McRae Road.

The Panel agreed with officers that *'...it would be in the best interests of the continued orderly management of the land for it to be rezoned to TZ and consolidated with the land at 33 McRae Road'*.

Officers support the Panel's recommendation and, if endorsed by Council, will revise the Framework Plan and zoning maps to include the proposed changes.

**4. The Jacobs' land, Lot 2 of PS PS527447 and Lot 2 of PS609334, should be included in the Township Zone rather than the Rural Conservation Zone as exhibited and consequently included within the town boundary.**

At the Panel hearing a submission was made on behalf of the owners of land at 27 Stanway Drive, Wye River. The land is in three lots covering an area of approximately 12.7 hectares and is partly zoned Rural Conservation and partly Low Density Residential. The submitter objected to Council's proposed rezoning of the LDRZ land to RCZ on the grounds that this would diminish the value and development rights associated with their property.

The exhibited amendment proposed to rezone all three lots to RCZ to better reflect their limited development potential and environmental significance. The Panel agreed with Council that the balance of the Jacobs land (Lot 3) should be rezoned to Rural Conservation as the lot's development potential is already restricted by a Section 173 Agreement which requires it to '*...be preserved and maintained as a native vegetation reserve within which no development shall occur*'.

However, the Panel recommended that Lots 1 and 2 be rezoned from LDRZ to TZ. The lots are both approximately 4,000sqm and were created when Council approved the subdivision of the Jacobs' land in 2007. The Panel determined that given the development history of the lots, and the fact that they are surrounded on three sides by adjacent Township Zoned land, it would be reasonable to include them within the TZ and settlement boundary. Despite the proximity of these lots to the existing TZ, officers maintain the position of the exhibited structure plan and believe that the principles of the Victorian Coastal Strategy should be applied consistently and not support an expansion of the TZ which would allow further development.

Officers have the same concerns about this recommendation as that of Recommendation 2 relating to the lots in Dollar Drive. Whilst the land is enclosed on three sides by the Township Zone, the rezoning would allow more intensive development (i.e. possible future subdivision) than would be possible under the Rural Conservation Zone (i.e. one dwelling on each lot), which is contrary to the suite of policies relevant to wildfire risk and environmental constraints. The extreme fire risk of this area in particular is a significant enough reason to warrant not supporting the Panel's recommendation, and to instead leave the proposed rezoning of the land as RCZ.

The Bushfire Royal Commission findings as described above refer to strategies of Government buybacks of land in extreme fire risk areas, and discouraging further development in such areas. Supporting the potential for further development on the Jacob land beyond the potential for one dwelling on each of the existing lots would be contrary to these strategies and is not supported. It is recommended Council take a precautionary approach on this issue.

**5. *Clause 21.03-7 should be modified as follows: 'Assess proposals in townships (other than Colac, Apollo Bay, Marengo, Kennett River, Wye River and Separation Creek) against the following criteria...'***

At the Directions Hearing of the Panel it was suggested that Clause 21.03-7 may need to be updated to better respond to the changes introduced by Amendment C58. Clause 21.03-7 outlines the preferred strategic direction for smaller townships throughout the Shire including Kennett River, Wye River and Separation Creek. The Clause has been designed to provide a framework for growth and development within smaller settlements for which a detailed Structure Plan has not been completed.



The specific Implementation section of Clause 21.03-7 excludes Colac, Apollo Bay and Marengo from consideration under the clause as Structure Plans have recently been completed for these settlements. Given Amendment C58 implements the KWSSP and articulates the strategic direction for the three towns through a revised Clause 21.03-6 the Panel considered it appropriate to also exclude Kennett River, Wye River and Separation Creek from consideration under Clause 21.03-7.

Officers support the Panel's recommendation and, if endorsed by Council, will revise the amendment documentation to reflect the changes proposed by the Panel.

**6. A legend should be provided to the framework plans proposed to be included in Clause 21.**

The Panel considered that a legend was required to identify the difference between landscape colours used on the framework plans to be included in the MSS. This is simply an administrative change to improve the legibility of the maps. Officers support the Panel's recommendation and, if endorsed by Council, will update the framework plans to include a legend.

### **Proposal**

It is proposed that Council adopt Amendment C58 to the Colac Otway Planning Scheme with changes as recommended Panel Recommendations 1, 3 and 5. The changes proposed in Panel Recommendation 2 & 4 are not supported.

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

Costs associated with the amendment are accommodated in the Sustainable Planning and Development Department Budget.

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

The Amendment complies with all relevant State and Local planning policies as well as the broader objectives of planning in Victoria as outlined in the *Planning and Environment Act 1987*. As noted above, officers do not support Recommendations 2 and 4 of the Panel which would result in potentially increased development occurring outside of the town boundary of Separation Creek in what is one of the highest wild fire risk areas within the State.

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

The updated MSS and associated Framework Plans acknowledge the low growth capacity of the towns and seek to protect the environmental values of the settlements. They highlight the considerable environmental constraints facing the settlements and seek to contain all future development within clearly defined settlement boundaries. This will ensure that existing environmental problems including wastewater contamination and landslip are not further exacerbated by an increase in population and/or residential development.

### **Community Engagement**

A 6 week public exhibition period took place in May/June 2010. A letter has been sent to all submitters notifying them of the release of the Panel Report and all submitters will be advised of Council's decision relating to the adoption of the Amendment.

### **Implementation**

Should Council adopt Amendment C58, with or without changes, it will be forwarded to the Planning Minister for approval. When approved, it will be gazetted and at that time would officially replace the current Planning Scheme provisions.

**Conclusion**

Amendment C58 updates the planning scheme to implement the recommendations contained within the KWSSP. An independent panel has heard submissions relating to the amendment and has supported the adoption of the amendment, subject to the changes outlined above. These changes include revisions to the wording and format of the MSS, refinements to the settlement boundaries and a greater emphasis on the need to consider the future impacts of climate induced sea level rise. Whilst some of the changes represent refinements to the exhibited amendment and these are supported, officers do not support the changes proposed by the Panel in Recommendations 2 and 4, and it is recommended Council adopts the amendment without those specific changes.

**Attachments**

1. Panel Report

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

- 1. Adopts Amendment C58 to the Colac Otway Planning Scheme as exhibited, with the following changes as recommended by the Panel:***
  - a) The rewording of Clauses 21.02-2 and 21.03-6 to require consideration of coastal hazards, river flooding and coastal inundation.***
  - b) The rewording of Clause 21.03-7 to include reference to Kennett River, Wye River and Separation Creek.***
  - c) The inclusion of a legend on both of the exhibited Framework Plans to improve their legibility.***
- 2. Does not support the inclusion of a site specific provision in the schedule to Clause 52.03 – Specific Sites and Exclusions as proposed by the Panel under Recommendation 2, nor the inclusion of Lot 2 of PS527447 and Lot 2 of PS609334 within the Township Zone and settlement boundary.***

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**COLAC OTWAY PLANNING SCHEME  
AMENDMENT C58  
IMPLEMENTATION OF STRUCTURE  
PLANS FOR WYE RIVER, KENNETT  
RIVER AND SEPARATION CREEK**

**PANEL REPORT**

**DECEMBER 2010**

**COLAC OTWAY PLANNING SCHEME  
AMENDMENT C58  
IMPLEMENTATION OF STRUCTURE  
PLANS FOR WYE RIVER, KENNETT  
RIVER AND SEPARATION CREEK**

**PANEL REPORT**



.....  
Ms Jenny Moles, Chair



.....  
Mr Greg Sharpley, Member

**DECEMBER 2010**

## Colac Otway Planning Scheme Amendment C58

This is the report of the Panel appointed pursuant to Sections 153 and 155 of the *Planning and Environment Act 1987* to hear and consider submissions made in response to public notice of proposed Amendment C58 to the Colac Otway Planning Scheme.

|                             |  |
|-----------------------------|--|
| <b>The Amendment</b>        | Colac Otway Planning Scheme Amendment C58  |
| <b>Purpose of Amendment</b> | Implementation of structure plans for Wye River, Kennett River and Separation Creek  |
| <b>The Proponent</b>        | Colac Otway Shire Council  |
| <b>Planning Authority</b>   | Colac Otway Shire Council  |
| <b>Exhibition</b>           | 7 May 2010 to 21 June 2010   |
| <b>The Panel</b>            | Ms Jenny Moles (Chair) and Mr Greg Sharpley (Member)   |
| <b>Panel hearing</b>        | 11 November 2010   |
| <b>Site inspection</b>      | 7 October 2010   |
| <b>Close of hearing</b>     | 11 November 2010   |
| <b>Date of this report</b>  | 23 December 2010   |
| <b>Appearances</b>          | Messrs Don Lewis and Mr Paul Marsden represented the Planning Authority<br>Mr Paul Beatty of Macroplan Australia represented the Wye Beach Hotel<br>Mr David Henshall represented the Wye River and Separation Creek Progress Association Inc.<br>Mr Chubb Fadgyas of Fadgyas Planning Associates Pty Ltd represented Mr Peter and Mrs Bronwyn Jacobs<br>Mr Malcolm Jack of FR Perry and Associates, assisted by Mr Neil Radcliffe, represented the Estate of Donlevy Fitzpatrick<br>Ms Shelly Fanning of Great Ocean Road Coastal Planning representing Mr Richard van der Merwe and Ms Sue Laws. |
| <b>Submissions</b>          | 9 written submissions were received, 3 of which were from government agencies  |

COLAC OTWAY PLANNING SCHEME AMENDMENT C58  
PANEL REPORT: DECEMBER 2010

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## 1. Summary and recommendation

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### Summary

For many years the runoff of domestic effluent and stormwater has caused increasing water quality issues for the watercourses passing through each of the hamlets of Kennett River, Wye River and Separation Creek. Despite the commissioning of numerous studies by both Colac Otway Shire and relevant water corporations, the impact on the environment by discharge from septic tanks, grey water systems and road and site drainage systems remains a major issue of concern in relation to infill development and further expansion of the three hamlets.

Also of concern is the potential increased impact of bushfires on these townships which are surrounded by forest and with limited routes for escape for the community in the event of a major bushfire.

Already a number of overlays of the Colac Otway Planning Scheme (the Planning Scheme) apply to the townships which seek to ensure amongst other things that future infill development only occurs if impacts on the environment can be minimized and issues such as fire can be adequately addressed. Other controls are designed to ensure that the existing character of the townships is conserved.

The overall goal of the structure plans which have been developed for these townships is to limit the further expansion of the urban areas in order to minimize the potential for additional impacts on the environment and to manage environmental hazards.

Amendment C58 to the Planning Scheme as exhibited proposes the recognition of these structure plans in policy. The structure plans would also support the existing overlays for the three townships.

The Amendment proposes to:

- introduce new statements into the Municipal Strategic Statement (MSS) to reflect the preferred strategic directions for the towns identified in the Kennett River, Wye River and Separation Creek Structure Plan 2008 (KWSSP). The updated MSS would acknowledge the low growth capacity of the townships and seek to protect the environmental values of the settlements and contain urban development within confined settlement boundaries;

- rezone land in Harrington Street and Dollar Drive, north of Separation Creek, from Low Density Residential Zone (LDRZ) to Rural Conservation Zone (RCZ). This is intended to restrict subdivision and development of this land to accord generally with previously approved planning permits and agreements on the land; and
- include the Kennett River, Wye River and Separation Creek Structure Plan, 2008 as a reference document in Clause 21.07 of the Local Planning Policy Framework.

The Colac Otway Shire Council, as planning authority, identified the following as the major issues raised during the exhibition period for Amendment C58:

- objection to the exclusion of a potential future residential 'investigation area' west of Wye River from the proposed MSS and framework plan.
- objection to the proposed rezoning of land north of Separation Creek from Low Density Residential Zone to Rural Conservation Zone;
- requests for expansion of the proposed settlement boundaries to include 27 Stanway Drive, Separation Creek, and part of 25 Great Ocean Road, Wye River;
- objection to the restrictive nature of existing overlay controls within the townships and the limitations that this places on future development of tourist accommodation; and
- objection to the fact that the KWSSP has not been updated to reflect the removal of the 'investigation area' and the rezoning of land north of Separation Creek to RCZ.

The Panel also raised with the planning authority that the proposed Amendment had not addressed coastal inundation issues in any depth.

These issues were all addressed at the Panel Hearing. A series of modifications to the Amendment has been recommended by the Panel. There are some general comments concerning the Amendment as a whole but all of the particular changes and comments relate to Wye River/Separation Creek as there were no submissions in relation to Kennett River.

### **Recommendation**

Based on the reasons set out in this report, the Panel recommends that:

**Amendment C58 to the Colac Otway Shire Planning Scheme should be adopted subject to the following recommendations:**



1. Coastal inundation issues should be addressed by amending the following clauses:
  - Clause 21.02 - 2, dot point 3, sub dot point 3 to be amended to read as follows: *The impact of the coastal towns on the natural environment will be as minimal as possible with coastal hazards, river flooding and water and wastewater being sustainably managed and vegetation acknowledged and valued.*
  - Clause 21.03 – 6 (Overview), sixth dot point to be amended to read as follows: *Future development within the townships should respond appropriately to a range of acknowledged environmental constraints including land slip, wildfire threat, coastal inundation and erosion, storm water management, water supply and effluent disposal.*
  - Clause 21.03 - 6 (Strategies), dot point 3 to be amended to read as follows: *Encourage any infill development within the townships, particularly tourist accommodation, to locate in the flatter, less well vegetated areas near the centre of the townships (as identified on the attached framework plans forming part of this clause) but taking into account the need to respond to climate change induced coastal hazards.*
  - Clause 21.03 – 6 (Strategies), dot point 10 to be amended to read as follows: *Encourage more diverse accommodation in Separation Creek with small-scale projects.*
2. In relation to the Fitzpatrick landholdings in Wye River/Separation Creek:
  - rezone Parcel G (as shown in Appendix A to the Panel report) to Rural Conservation Zone as exhibited but a site specific provision should be added to the schedule to Clause 52.03 which would provide that application may be made to use and develop each of the four lots in Parcel G (as legally described) for a second dwelling (allowing up to two dwellings for each lot). The normal matters for considerations would apply.
  - the other parcels of land should remain outside the township boundaries and be included in the Rural Conservation Zone.
3. Rezone the land directly to the rear of 33 McCrae Road, Wye River (as shown in the plans forming part of the material presented to the Panel on behalf of the owners of 33 McCrae Road) from Rural Conservation Zone to Township Zone.
4. The Jacobs' land in Separation Creek/Wye River, Lots 1 and 2 (shown in Appendix B to the Panel report) should be included in the Township

**Zone rather than the Rural Conservation Zone as has been exhibited and consequently included within the town boundary.**

**5. Modify Clause 21.03-7 as follows:**

*assess proposals in townships (other than Colac, Apollo Bay, Marengo, Kennett River, Wye River and Separation Creek) against the following criteria.*

**6. A legend be provided to the framework plans proposed to be included in Clause 21.**

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## **2. Background and issues**

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### **2.1 Background**

#### **2.1.1 The subject site and surrounds**

Much of the following information has been extracted from various documents produced or provided by the Shire.

The hamlets of Kennett River, Wye River and Separation Creek are located on the Great Ocean Road between Lorne and Apollo Bay, approximately 160 km southwest of Melbourne. All three settlements have developed in relative isolation around small estuaries on the coastal fringe of the Otway Ranges. Access is limited to a single route in and out - the Great Ocean Road.

Given the settlements are sited where the Otway Ranges meet the ocean, they are built on sloping land overlooking the coast and set in a landscape of heavily vegetated ridges dissected by steep valleys - much of it included in the Great Otway National Park.

The townships are characterized by low scale built form. The housing stock is in the main a mix of 1950s to 1970s weather board and 'fibro' beach shacks. There is, however, evidence of increasing housing renewal with the recent construction of larger, contemporary holiday homes. Development is generally more visible in the flatter areas around the rivers with dwellings on the higher slopes largely screened by a dense canopy of native vegetation. Access through the townships is for the most part provided by steep tracks and roads. These are generally unsealed and there is limited drainage infrastructure.

The three communities are currently unsewered and without a centralized water supply.

There are only very limited community and commercial facilities: a surf club, two general stores, a café, pub, caravan parks and public toilets. All are located on the flatter land next to the rivers and/or adjacent to the Great Ocean Road.

There are approximately 180 residential properties in Kennett River and 500 properties within Wye River and Separation Creek. Approximately 75 per cent of the blocks have been developed in all three townships; however,

dwelling occupancy is estimated to be less than 15 per cent in winter months as the hamlets are primarily holiday destinations.

Recreational activities are predominantly environment-related and include swimming, surfing, fishing and bush walking. Passive recreation is keenly sought by holidaymakers.

Under the Planning Scheme, the Council has already put in place a number of overlays addressing heritage, landscape, neighbourhood character, and environmental issues in the townships. These are designed to maintain their 'character' and minimise development impacts on the natural environment and respond to environmental hazards. They effectively severely restrict the development of the hamlets.

## 2.1.2 Strategic studies

### Effluent disposal

For a number of years it has been recognized that the effluent from septic tanks, grey water discharges and storm water runoff have been adversely affecting the environmental health of the township areas and the watercourses flowing through them. Several investigations into the sewerage of the communities have been undertaken which have revealed that the majority of the lots in the townships would not comply with the then Environment Protection Authority (EPA) guidelines for septic tanks<sup>1</sup>. Elements of the EPA guidelines which are not met include:

- required lot size generally greater than 1000 m<sup>2</sup>;
- land slope less than 20 per cent;
- annual rainfall less than 900 mm;
- dwelling density less than 10 dwellings per hectare.

In addition recent investigations by Colac Otway Shire (Issues Paper Wastewater Management Kennett River, 22 May 2002 and Issues Paper Wastewater Management Wye River and Separation Creek, 22 May 2002) identified the following additional risks associated with wastewater disposal in the three hamlets:

- man-made factors, including continual saturation of steep slopes by wastewater, can increase the potential for landslide;

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<sup>1</sup> The Panel notes that the current EPA publication (891.2 Code of Practice – Onsite Wastewater Management) identifies that lots of less than 10,000 square metres are a risk threshold, as lots smaller than 10,000 square metres may be unable to retain all domestic wastewater on site.

- over 20 per cent of developed properties in all three townships discharge wastewater offsite into earth drains;
- there is no uniform method of wastewater disposal. Instead, there is a wide variety of systems that have varying levels of effectiveness and compliance;
- over 25 per cent of the effluent disposal systems in Kennett River and 30 per cent in Wye River and Separation Creek have defects;
- within 10 years 85 per cent of effluent trench disposal systems in Kennett River and 70 per cent in Wye River and Separation Creek will have reached their life expectancy;
- the vast majority of effluent disposal trenches are insufficient in length (in terms of the current guidelines);
- increased rates of permanent dwelling occupancy are likely to create increased failure rates in septic systems; and
- there are restrictions that will limit both development and redevelopment. This may occur for virtually all undeveloped blocks.

In January 2007 the Colac Otway Shire prepared a Domestic Wastewater Management Plan which included the three hamlets. This management plan included a detailed review of the septic tanks and defects associated with them. Defects included:

- effluent drains covered with in appropriate vegetation;
- pooling effluent or blocked drains;
- effluent discharging onto neighbouring properties;
- distribution pit blockage;
- more soil required over drains and tanks;
- septic tank not accessible;
- damaged tanks, pits, pipes, etc; and
- driveways and other structures over the effluent drains.

Based on inspections undertaken, Colac Otway Shire estimated that 30 per cent of septic tanks have defects. The management plan also noted that water testing had identified that bathing in the watercourses may pose a public health risk.

An outcome of that management plan was intention to develop an innovative waste water strategy for the townships. This exercise was undertaken by Hyder Consulting for the Shire (Wye River, Separation Creek, Kennett River Concept Design - Final Report (2007)). The strategy also addressed water supply for the townships.

The recommended strategy included continued reliance on tank water in all three townships; upgrading of the effluent disposal system in Wye River/Separation Creek by pumping to a decentralised treatment plant inland for those lots unable to upgrade their septic treatment systems; and no recommendations were made on effluent disposal in Kennett River.

The wastewater management recommended for Wye River/Separation Creek was then further investigated by Barwon Water. This investigation into the possible site for the treatment plant and irrigation found that the available land was subject to landslip and there was insufficient land available for irrigation.

The Panel was advised by the planning authority that recycling of water is still under investigation with possible discharge to waterways or the ocean and/or joint treatment of effluent only for commercial properties. The Council's submission included that there is no guarantee that any option will be found to be feasible.

#### Other strategic documents and issues

Other related strategic investigations and reports influencing the future of these townships have included:

- Three Towns Storm Water Management Strategy - Concept Study Final Report (2004)

The purpose of this investigation was to identify ways to better manage storm water given the townships' unique climatic, geological and environmental setting. Problems of erosion and uncontrolled flows through waste water disposal areas and septic fields were identified.

A series of incremental improvement measures were recommended.

- Wye River Structure Plan (1996)

This original strategy for Wye River and Separation Creek prepared by consultants was adopted by the Council in 1996. It provides a broad overarching vision for the settlements and attempts to respond to environmental issues such as fire hazard, land slip and lack of physical infrastructure. The strategy envisages limited infill within the existing subdivision pattern of the townships and the need for future development plans to have regard to fire hazard.

- Wye River and Separation Creek Foreshore Master Plan (1997)

This was a follow-on project from the 1996 strategy and in the main addressed landscape and urban design treatments for the foreshore area of Wye River and Separation Creek.

- Coastal Community Revitalization Project (2003) (CCRP).  
This State government funded project collected baseline environmental information about the townships to assist in scoping further strategic investigations and plans. It confirmed the water quality problems, identified ground water pollution by septic effluent, the poor state of remnant vegetation and the susceptibility of the townships to landslip.
- Skenes Creek, Kennett River, Wye River and Separation Creek Neighbourhood Character Study (2005).  
This study in combination with the Great Ocean Road Region Landscape Assessment Study (GORRLAS) established a series of landscape character statements for the settlements and the surrounding coastline. The recommendations of this report and GORRLAS were implemented through Amendment C22 to the Planning Scheme in 2007.

It was the Council's submission that all of the above documents were used to inform the direction and content of the structure plans for these communities and in turn the preparation of Amendment C58.

### 2.1.3 Preparation of structure plan

In May 2007, the Council engaged Planisphere planning consultants to prepare the structure plan for the three townships. Officers of the Shire had earlier prepared a Background and Discussion Paper in May 2006 which had been discussed at community meetings and had been the subject of public submissions in June 2006.

Issues addressed as part of the process of plan preparation included:

- the definition of settlement boundaries;
- stormwater and effluent management;
- water supply;
- estuary management;
- wildfire threat;
- building in land slip areas;
- open space and recreation opportunities;
- pedestrian and bicycle links;
- traffic management and road treatments; and
- protection of neighbourhood character.

Consultation workshops were held prior to and after the preparation of Draft Structure Plans. Formal submissions were also received and recommended changes adopted prior to finalisation of the plans.

The (final) Kennett River, Wye River and Separation Creek Structure Plan (KWSSP) was formally adopted by Council in February 2008. At the same time the Council resolved to prepare a Planning Scheme amendment to implement the structure plan.

The recommendations contained in the adopted KWSSP were designed to respond to the planning policy framework adopted by both the State government and Colac Otway Shire. The structure plan identifies the following guiding principles for the townships:

- *Wye River, Separation Creek and Kennett River will remain as distinct coastal hamlets nestled in the foothills of the Otway ranges.*
- *The impact of the hamlets on the natural environment will be as minimal as possible with water being sustainably managed and vegetation acknowledged and valued.*
- *The primary roles of the hamlets will be to provide housing for permanent and part-time residents and to provide a diverse range of holiday accommodation.*

The core objectives and strategies contained within the combined structure plan relate to five themes as follows:

▪ **Landscape and settlement character:**

The plan makes reference to the Neighbourhood Character Study completed by Planisphere in 2005 and the Great Ocean Road Region Landscape Assessment Study (GORRLAS) also prepared by Planisphere in 2003. It notes that the recommendations of the Character Study had already been implemented by Amendment C22 to the Planning Scheme (in February 2007). That amendment saw the inclusion of local policy relating to neighbourhood character of the townships in the MSS as well as the introduction of the Neighbourhood Character Overlay (NCO) and a related schedule. New schedules were also introduced for the Design and Development Overlay and the Significant Landscape Overlay.

The Panel would comment that these existing Planning Scheme provisions in large measure already set the strategic intents for the townships - restricting the future growth of the settlements to assist in maintaining landscape and settlement character. The importance of maintaining the landscape setting of the townships is stressed in the structure plan. Under current zoning arrangements, development outside the township boundary is restricted by application of the Rural Conservation Zone.

The character objectives set for the township in Schedule 1 to the NCO include:



- *To ensure that new buildings and works respect the nationally significant Great Ocean Road Region landscape.*
- *To ensure that new buildings and works achieve the preferred character for the townships as stated above and in Clauses 21.04-13 (Skenes Creek), 21.04-14 (Kennett River) and 21.04-15 (Wye River and Separation Creek).*
- *To encourage the siting of buildings within the vegetation and landform, and below the predominant tree canopy height.*
- *To ensure new buildings reflect and complement the scale, setback, siting, materials and overall form of existing buildings.*
- *To ensure the townships retain an informal, open, spacious character created by the dominance of vegetation, low scale buildings and a lack of solid fencing.*

The study notes that subdivisions had been already approved in the Low Density Residential Zone north of Separation Creek and recommends the strengthening of controls to restrict further development in that area. The mechanism recommended in the structure plan is the introduction of a Development Plan Overlay requiring that subdivision be in accordance with the already permitted plans.

- **Settlement boundaries:**

The Structure Plan acknowledges the weight of State Government policy limiting future growth of the settlements. The adopted planning policy direction for the region as identified in the Great Ocean Road Region Strategy of 2003 (GORRS), the Victorian Coastal Strategy and Coastal Spaces Study has been to direct major growth to other towns (Torquay, Warrnambool and Apollo Bay) and restrict development elsewhere including within the three townships. The structure plan outlines a future direction of low growth contained within the existing Township Zone and greater restriction of development in the LDRZ area north of Separation Creek. Any future growth is envisaged as infill and no outward expansion of the settlements is planned. The structure plan also proposes the application of a settlement boundary to contain future residential growth.

Towards the end of the structure plan process, a proposal was put to the Council seeking the inclusion of a 'further investigation' area west of the Wye River caravan park for a mix of open space, tourism and residential development. Due to the nature the site and concerns expressed by community members, the structure plan did not recommend that the proposal occur. Instead, it recommended that the area be identified for 'further investigation', subject to technical studies and detailed community consultation.

The Panel notes that a condition of the authorisation of the preparation of the Amendment by the Department of Planning and Community Development on behalf of the Minister, however, was the identification of the site as an 'investigation area' was required to be removed (authorisation letter dated 23 September 2009).

The Panel would comment that in light of this requirement for the removal of the investigation area, the Panel is constrained in dealing with this element of the Amendment despite the matter being raised in some submissions.

▪ **Environment:**

The problems of stormwater management and effluent disposal as influenced by 'the unique and sensitive climatic and geological conditions and the quality of the existing infrastructure' are an important element in development of the structure plan for the townships. Various technical studies completed by Council are referred to which focus on the need to resolve ongoing environmental issues. The risks associated with bush fire and land slip susceptibility are also discussed.

The structure plan (relying on the Hyder report of April 2007) sees no solution to the problems of effluent disposal in Kennett River and recommends pumping to a decentralised treatment plant inland for those lots unable to upgrade their septic treatment systems in Wye River/Separation Creek. Continued reliance on rainwater tanks is recommended for water supply. Various incremental management measures are recommended to deal with the current problem of unregulated storm water run off.

The report also acknowledges the significant bushfire threat facing the three towns. The heavily vegetated edges of the towns abut dense native forest areas with no real separation and reduced fuel buffer zones. The townships of Kennett River and Wye River/Separation Creek were identified within the 52 Victorian townships at high risk of bushfire in late 2009. A Wildfire Management Overlay was applied in 2007. The Panel was told that if recommendation 52 from the Bush Fire Royal Commission is implemented a Bushfire Prone Overlay would replace the existing Wildfire Management Overlay.

The Panel also notes that the Country Fire Authority (CFA) have supported the structure plan and the establishment of settlement boundaries to prevent further urban expansion. The CFA's written submission notes the absence of a CFA certified Neighbourhood Safer Place of Last Resort in all three of the townships, the limited access provided by the Great Ocean Road in the event of a fire, and the

vegetation type, topography and fuel loads which place the townships at great risk from bushfire.

The structure plan seeks to deal with the problem of erosion and land slip by seeking to reduce storm water run off and by maintaining low density development.

▪ **Activities:**

The structure plan envisages that there will be no formal active open space and that future recreational opportunities will be restricted to passive recreational use of the ocean, beach and rivers. This is largely due to the towns' small population, making it difficult for the Council to justify the construction and ongoing maintenance of formal recreation facilities. The foreshore areas represent the main viable recreational and community spaces within the townships. The key objectives of this element of the plan include:

- Maintain the foreshore area and keep as natural as possible.
- Minimize the intrusion of new structures.
- Provide quality facilities to provide for and attract tourists.
- Ensure that the foreshores are readily accessible from all areas of the hamlets.

The Panel notes that there is some limited mention of climate-induced sea level rise in this section of the structure plan. At that stage the 2007 version of the Coastal Strategy was referred to in State Planning Policy Framework of the Planning Scheme with a variable anticipated sea level rise of between 0.4 and 0.8 metres by the end of the 21st century. The plan refers to the need for foreshore works to take this and more frequent storm events into account.

The structure plan also envisages that the townships are unsuited to large scale commercial or tourist developments and only small scale projects and the retention of existing caravan parks are encouraged. It is noted that effluent disposal problems need to be resolved before even the existing small commercial facilities are expanded.

▪ **Access:**

Access in and around towns is characterized by narrow roads within no shoulders extending up from the Great Ocean Road. The structure plan essentially recommends retaining the current form of road treatment as it preserves the rural character, calms traffic and assists in reducing storm water runoff.

## 2.1.4 Variation from structure plan

In a further report to the Council in February 2009, it was recommended that instead of applying the Development Plan Overlay to the existing Low Density Residential Zone (LDRZ) north of Separation Creek this land should be rezoned to Rural Conservation Zone. This became part of the exhibited Amendment.

## 2.1.5 Details of the Amendment

The Amendment seeks to introduce the structure plan via policy. The plan defines the settlement boundary of the three hamlets and discourages additional residential development outside the boundary. Within the settlements, development is again limited and low intensity - responding to the range of environmental constraints: landslip, wildfire threat, storm water management, water supply and effluent disposal - as well as landscape and neighbourhood character protection. These constraints are already reflected by the presence in the Planning Scheme of overlays such as the Erosion Management Overlay, Land Subject to Inundation Overlay, Design and Development Overlay, Erosion Management Overlay, Environmental Significance Overlay, Wildfire Management Overlay, Significant Landscape Overlay and Neighbourhood Character Overlay.

### Changes to the Municipal Strategic Statement

The Amendment proposes to introduce new strategic direction statements into Clause 21.02 - *Vision* and Clause 21.03 - *Settlement* of the MSS. The updated MSS would acknowledge the low growth capacity of the townships, seek to protect the environmental values of the settlements and respond to a range of constraints associated with bush fire risk, landslide susceptibility, waste water and storm water management. The Amendment also proposes to introduce two framework plans into the MSS which depict settlement boundaries for Kennett River, Wye River and Separation Creek to restrict further growth. The plans also identify neighbourhood character precincts and articulate the strategic direction of the proposed MSS content. The Amendment includes the Kennett River, Wye River and the Separation Creek Structure Plan, 2008 as a reference document in Clause 21.07 – *Reference documents*.

### Zone changes

The Amendment also proposes to rezone land in Harrington Street and Dollar Drive, north of Separation Creek from LDRZ to RCZ to restrict subdivision and development of this land to accord generally with the previously approved planning permits and agreements on the land.

### 2.1.6 Processing of the Amendment

In May 2009 the Council sought authorisation to exhibit proposed Amendment C58. The authorisation was conditional as discussed above.

The Amendment was exhibited from 7 May 2010 to 21 June 2010. Nine submissions were received in response, three being from public agencies – none of whom had any objection.

### 2.1.7 The issues

The Council officer's report on the Amendment identified the following as the main issues raised in submissions:

- objection to the exclusion of a potential future residential 'investigation area' west of Wye River from the proposed MSS and framework plan;
- objection to the proposed rezoning of land north of Separation Creek from Low Density Residential Zone to Rural Conservation Zone;
- requests for expansion of the proposed settlement boundaries to include 27 Stanway Drive, Separation Creek, and part of 25 Great Ocean Road, Wye River;
- objection to the restrictive nature of existing overlay controls within the townships and the limitations that this places on future development of tourist accommodation; and
- objection to the fact that the KWSSP has not been updated to reflect the removal of the 'investigation area' and the rezoning of land north of Separation Creek to RCZ.

The Council considered the submissions at its meeting of April 2009. It resolved not to alter the Amendment in response to the submissions and to request that a panel be appointed.

### 2.1.8 Approach of Panel

The Panel conducted a directions hearing on 7 October 2010 and a public hearing on 11 November 2010, both in Wye River. At the hearing, five of the written submissions previously sent to the Council were further addressed and a presentation was made by the planning authority. The Panel had earlier inspected all three of the townships.

Given the small number of submissions and their site specific nature, the Panel has found it convenient to address the issues raised in each submission separately.

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Before turning to those issues, the Panel makes the following general introductory comments.

Much of the strategic context for this Amendment has been addressed earlier in Chapter 2. However, Amendment C 58 was drafted and exhibited prior to the introduction of the new SPPF in July 2010 and the release of the Bushfires Royal Commission report. Council officers have undertaken a review of Amendment C58 in the more recent policy context and considered that the Amendment is consistent with relevant components of the new State Planning Policy Framework (SPPF). A detailed assessment was included in the Council submission to the Panel in Section 7.5.1. No other party took issue with this assessment and the Panel agrees that it is an appropriate assessment.

Secondly, as earlier noted, a key issue associated with the further development of these three hamlets relates to the ability to treat and dispose of sewage from existing and future dwellings. A number of studies have identified considerable difficulty in adequately treating sewage on each site, increasing environmental impacts from effluent discharge offsite and the lack of a suitable site for centralized treatment.

The Panel records that it feels that it would have benefited from a submission by Barwon Water in relation to potential future options for centralized wastewater treatment and disposal. Without such a submission the Panel has had to assume that there are no identified viable options for centralized wastewater treatment and therefore there is limited potential for any further development of the three hamlets.

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### 3. Consideration of issues

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It is convenient to address the particular issues raised in the submissions and as discussed at the hearing under the following headings.

#### 3.1 Coastal inundation

While the Panel was of the view that the Planning Scheme changes proposed appeared broadly consistent with the thrust of current planning policy relevant to the hamlets of Kennett River, Wye River and Separation Creek, the Panel had concern that given that work on the structure plan had commenced in 2006, the plan may not adequately respond to the most recent policies concerning planning for anticipated climate-induced sea level rise. This issue was raised with representatives of the planning authority.

As noted, the structure plan itself makes some scant mention of this issue referring to now out of date policy. More importantly, the plans proposed to be included in local policy unsuitably, in our view, encourage development in areas likely to be affected by coastal inundation by promoting development on the flatter areas adjacent to the waterways. Plans provided by the Shire indicate that most of the land in the hamlets is above 0.8m AHD – the land potentially susceptible to inundation as referred to in current policy - but areas of flat land adjacent to the waterways is below this level.

The Panel is of the opinion that the Amendment should be modified to overcome this policy inconsistency.

The Panel recommends that:

**Coastal inundation issues should be addressed by amending the following clauses:**

- **21.02 - 2 dot point 3, sub dot point 3 to be amended to read as follows: *The impact of the coastal towns on the natural environment will be as minimal as possible with coastal hazards, river flooding and water and wastewater being sustainably managed and vegetation acknowledged and valued.***
- **21.03 – 6 (Overview) sixth dot point to be amended to read as follows: *Future development within the townships should respond appropriately to a range of acknowledged environmental constraints including land slip, wildfire threat, coastal inundation and erosion, storm water management, water supply and effluent disposal.***

- **21.03 - 6 (Strategies) dot point 3 to be amended to read as follows:** *Encourage any infill development within the townships, particularly tourist accommodation, to locate in the flatter, less well vegetated areas near the centre of the townships (as identified on the attached framework plans forming part of this clause) but taking into account the need to respond to climate change induced coastal hazards.*
- **21.03 – 6 (Strategies) dot point 10 to be amended to read as follows:** *Encourage more diverse accommodation in Separation Creek with small-scale projects.*

### 3.2 Estate of Donlevy Fitzpatrick (Fitzpatrick)

Fitzpatrick owns over 20 land titles, amounting to over 250 ha of land in the Wye River/Separation Creek area. Fitzpatrick's interests in the land are identified on a plan included in the submission to the Panel by Fitzpatrick as Attachment B and attached as Appendix A to this Panel report.

The plan notates seven parcels of land for purposes of land-use proposals, these parcels do not reflect title boundaries, rather the land characteristics and opportunities envisaged by Fitzpatrick. The Panel has addressed the parcels using the same nomenclature:

#### Parcel A - 140 ha

This parcel comprises most of the large land holdings to the hinterland behind Wye River and Separation Creek and is outside the current Township Zone. A master plan prepared by Fitzpatrick in 2005 addressed sewage treatment problems in Wye River and suggested that a treatment plant might be located on this land to service the townships. The Panel heard that there is potential for this land to be gifted to the State provided other land parcels are approved for developments proposed by Fitzpatrick. The Panel was also advised that Barwon Water has carried out investigations and prepared preliminary designs for a treatment system. However, the Panel was also advised that Barwon Water has more recently been considering other options for wastewater treatment of the two townships.

The Panel considers that this parcel should remain outside the settlement boundary and should not be included in the Township Zone. While if the land was to offer a finite solution to the effluent disposal problems of the townships it might have been appropriate to consider including it 'within' the township, the material presented to us suggests that it is unlikely to play a role in township effluent disposal. In the absence of a particular justification for development of this land such as providing a solution to the



townships' effluent disposal problems, the Panel considers that it is inappropriate to further extend the township in this major way in the absence of an identified sewage treatment solution and in the context of high fire hazard.

**Parcel B - 40 ha**

This parcel borders the Wye River and sits on a plateau above the Wye River Valley, with views over the township to the ocean and is outside the current Township Zone. Fitzpatrick considers that this parcel has potential as a site for an Eco-farm retreat in conjunction with market garden activities, noting that this area was historically part of an active crop farm (referred to in presentations and submissions as the 'potato farm').

The Panel was advised that the land had been considered for sewage treatment site, in conjunction with Parcel D but Barwon Water had identified that the land is subject to land slip and was inadequate in area to meet future effluent disposal needs. As Barwon Water did not make a submission and was not present at the Panel Hearings, the Panel was unable to take this matter other than at face value.

The Panel again does not consider that this land should be included in the Township Zone for the same reasons given in relation to Parcel A.

**Parcel C - 6.2 ha**

This parcel is located to the south of the existing Wye River Caravan Park and is outside the current Township Zone. The land sits above the caravan park, has views to the north, rises steeply further to the south and is not heavily vegetated. Fitzpatrick proposed to develop the area for holiday cabins and have made presentations to Council for consideration in conjunction with Parcel D.

The Panel does not consider that this land should be included in the Township Zone in the absence of a solution to the effluent disposal problem and due to the limited access to the land.

**Parcel D - 16.69 ha**

This land is currently outside the Township Zone. It is predominantly to the west of the caravan park and fronts the Wye River to the north. A concept plan was prepared and discussions took place with the Council before or during the structure plan process relating to the development of approximately 40 dwellings, tourist cabins, a public recreation reserve adjacent to the caravan park and possible expansion of the caravan park itself.

At the time the Council agreed to further consideration being given to the development potential of this parcel. The area was identified in the adopted structure plan as an 'investigation area' that would require further, separate and more comprehensive assessment before its appropriateness could be determined. As noted, when it was proposed to include it on the framework plan forming part of the exhibited Amendment, the Minister required its deletion.

The Panel does not consider that this land should be included in the Township Zone as it represents a major expansion of the urban area compounding existing problems of effluent disposal and fire response difficulties especially in so far as it has limited access options.

**Parcel E - 0.2 ha**

These three township lots which are partly Township Zone and partly Rural Conservation front Riverside Drive to the north and non residential land and the river to the south. Fitzpatrick proposes to create three larger residential allotments by incorporating surrounding land currently zoned Rural Conservation in the Low Density Residential Zone. This is intended to create lots which would be less steep and therefore more suitable for construction and effluent disposal.

The Panel does not consider that lot development should be facilitated in this way. Housing development is currently constrained by the size and slope of the lots and facilitating further housing would only add to the existing effluent disposal problems.

**Parcel F - 54.69 ha**

This parcel is zoned Rural Conservation Zone and commands the top of a ridge line north of the town. It has been subdivided into four lots for residential use and one large lot, which is forms Parcel A. Subdivision works have been completed on the four small blocks comprising a new road extension off Iluka Avenue, provision of power, and geotechnical reports which have determined suitable dwelling envelopes on each of the four smaller lots. It was submitted that this land was only relevant to Amendment C58 in so far as the larger lot comprised Parcel A.

The Panel has commented on Parcel A above.

**Parcel G - 8.76 ha**

This land was subdivided into four lots in 2007 and is currently zoned Low Density Residential. A Section 173 Agreement was entered into which requires that 'none of the allotments so created shall any time be further

subdivided or consolidated with any other allotment of land then subdivided.' The Section 173 agreement also includes development requirements relating to geotechnical, vegetation and wildfire issues.

Mr Jack in his submission to the Panel, on behalf of Fitzpatrick, advised that in its dealings with the Council Fitzpatrick had been advised that 'the draft structure plan will be amended to recommend that this land remain zoned as Low Density Residential.' He also said that this position had been reinforced at stakeholder reference group meetings. Mr. Jack submitted that under the current zoning two dwellings could be developed on each lot, but that under the proposed RCZ only one dwelling per lot might be able to be developed.

The Panel is of the opinion that, given the previous assurances by Council and the investigations earlier undertaken into the development potential of the land, while no further subdivision should be allowed, it would be reasonable to allow the development of up to two dwellings on each of the four lots in Parcel G. As the Panel is of the opinion, however, that that the four lots should be rezoned Rural Conservation consistent with other land surrounding the townships and so as to signal the limits to township development, it would be necessary to introduce a site specific provision in Clause 52.03 of the Planning Scheme which would allow for the development of up to two dwellings on each lot. This should not be seen as an entitlement for two dwellings but merely as offering an ability to make application for permission for two dwellings. This would be subject to normal assessment processes involving consideration of site suitability, effluent disposal, fire issues, etc.

### Summary

Given the recognised increasing environmental impacts from septic tanks associated with residential development in Wye River and Separation Creek and the acknowledged difficulty in identifying options for the future development of cost-effective wastewater treatment for these communities the Panel is of the opinion that any extension of the settlement boundary/ enlargement of the Township Zone cannot be supported. Limited growth for these townships is envisaged in State policy in any case. However given the considerable history associated with the proposed development of Parcel G (and F) and that the lots in Parcel G appear to be adequately sized to allow the safe disposal of effluent within the property boundaries, the Panel considers that Fitzpatrick should be afforded the opportunity to develop the Parcel G lots with the same number of dwellings as might have been contemplated under the zoning in place at the time of the subdivision.

The Panel recommends that:

In relation to the Fitzpatrick landholdings:

- Parcel G be rezoned to Rural Conservation Zone as exhibited but that a site specific provision should be added to the schedule to Clause 52.03 which would provide that application may be made to use and develop the four lots in Parcel G (as legally described) for up to two dwellings each. The normal matters for considerations would apply.
- The other parcels of land should remain outside the township boundaries and be included in the Rural Conservation Zone.

### 3.3 33 McRae Road

This property is located directly to the rear of the Big 4 Wye River Tourist Park above a steep escarpment which runs downhill towards the tourist park at approximately 30 to 45°. The escarpment area comprises approximately 400 square metres and is owned by the tourist park. It is currently zoned Rural Conservation (RCZ). It is requested by the submitters, the owners of 33 McRae Road which is zoned Township Zone, who currently manage this escarpment land, that it should be rezoned to Township Zone. The tourist park owners have advised that they are prepared to transfer the land to the owners of 33 McRae Road. Ms Fanning, on behalf of the owners, submitted to the Panel that a similar transfer of escarpment land had been undertaken on adjoining properties some 30 years ago. She submitted that it was in the interests of orderly planning to include the escarpment area within the Township Zone. At the Panel Hearing the Council officers advised of the Council's support for this change to the Amendment.

Having visited the site and reviewed the relevant zoning plans and considered the submissions, the Panel agrees that it would be in the interests of the continued orderly management of the land for it to be rezoned to Township Zone and consolidated with the land at 33 McRae Road. The Panel is satisfied that this would not result in any increased environmental impacts within the Township Zone and the land would not be suitable for separate development.

The Panel recommends that:

**The land directly to the rear of 33 McRae Road, Wye River (as shown in the plans forming part of the material presented on behalf of the owners of 33 McCrae Road) be re- zoned from Rural Conservation Zone to Township Zone.**

### 3.4 Wye Beach Hotel

A submission was received on behalf of the Wye Beach Hotel which referred to unnecessary restrictions upon subdivision under the existing Planning Scheme provisions in the townships and seeking a reduction in the scope of overlay controls to facilitate the development of tourist accommodation at the rear of the existing hotel buildings. The submission proposed a change to the existing overlay controls to allow subdivision into lots smaller than 800 square metres where there are existing dwellings, including on the hotel land at 19 - 21 Great Ocean Road. It was submitted by Mr Beatty on behalf of the hotel owners that the small lots could then be used to develop tourist accommodation. He said that, to achieve this, a change would be required to the existing DDO4. It was also requested that the Panel recommend to the Council that there should be a review undertaken of the existing Planning Scheme controls relating to site coverage, building height and setbacks. It was acknowledged by Mr Beatty that this matter was strictly not something before the Panel, however.

The Panel acknowledges that it is perhaps unusual that there is no provision in the DDO which allows the creation of separate lots where more than one dwelling has been approved on a single lot. However, the Panel is concerned that if such a provision were introduced it may encourage landowners to apply for multi-dwelling developments under the Township Zone and this might compound the existing environmental problems associated with the absence of sewerage. The Panel also notes that there is reference in the purposes of the Neighbourhood Character Overlay Schedule 1 to ensuring 'that applications for more than one dwelling can be subdivided in accordance with the subdivision requirements of DDO4.' This appears to suggest that the size of lots necessary to accommodate prescribed setbacks and site coverage etc is something which has been considered in the schema of controls.

Indeed Mr Henshall for the Wye River and Separation Creek Progress Association submitted that it was too late for the hotel to make submissions on the inappropriateness of DDO4 and the development controls. These had only recently been introduced under Amendment C22 and to change them now would represent a major erosion into the controls of less than four years' standing which had been through a Panel process.

So far as a general review of development controls is concerned, while the Panel agrees that on the face of it there might be a need for a review of the agglomerated controls arising from the plethora of overlays and other controls applying in these townships, no particular problems were brought

to our attention apart from this matter of subdivision. The Panel is not persuaded that this is a matter requiring urgent attention.

So far as the hotel itself is concerned, it was not made clear to us why subdivision of the land would be necessary to allow the development of tourist units.

The Panel sees no need for change to the Amendment or other action as a result of this submission.

### **3.5 Jacobs**

Mr and Mrs Jacobs own land abutting the Township Zone on the northern boundary of Separation Creek. The land is in four lots covering an area of approximately 11.5 ha and is partly zoned Rural Conservation and partly Low Density Residential. It is all proposed to be included in the Rural Conservation Zone. A site plan showing the layout and designation of the lots was included as Attachment 1 in the submission by Mr Fadgyas on behalf of the Jacobs. A copy of that plan is included in this report as Appendix 2 and the same nomenclature has been used.

#### **Home Site - 1.4 ha**

This land is currently zoned Rural Conservation Zone. No change is proposed.

#### **Lot 3 - 10 ha**

This lot is on the same title as the Home Site lot and is currently zoned Low Density Residential Zone (LDRZ). Lot 3 and the Home Site are subject to a section 173 Agreement, which requires with the exception of the Home Site that the land 'be preserved and maintained as a native vegetation reserve within which no development shall occur'.

#### **Lots 1 and 2 – approximately 0.4 ha each**

Both lots are zoned LDRZ and are largely surrounded by the Township Zone. Both lots have approved building envelopes and have constructed access tracks.

Amendment C58 proposes to re-zone Lots 1, 2 and 3 to RCZ which would effectively preclude the development of dwellings on Lots 1 and 2. It was submitted to the Panel that during the development of the structure plan Council advised that the Jacobs' land would remain LDRZ thus allowing the development of dwellings on Lots 1 and 2 which provided the justification

for the inclusion of the section 173 Agreement to preclude development on Lot 3.

As each of Lots 1 and 2 is in excess of 4000 square metres in area and building envelopes are intended to be included on the titles, as was asserted on behalf of the Jacobs, it does appear that the Council has agreed that there is adequate land available for effluent disposal within the lots and that they meet other planning requirements for the development of dwellings. The Jacobs seek to have Lots 1 and 2 included in the Township Zone or the 'right' to a dwelling on each lot enshrined in the schedule to the Rural Conservation Zone.

Council opposed the inclusion of the lots in the Township Zone arguing that it would not be in accordance with State and Council policies.

The Panel is of the view that having regard to the development history of the land, it is fair that Lots 1 and 2 should be included in the Township Zone. These lots are effectively enclosed by the Township Zone in any case and their inclusion provides for a more orderly township boundary. The Panel believes it is appropriate that the Home Site and Lot 3 be included in the Rural Conservation Zone as development of the latter is limited by the section 173 Agreement in any case and there appears to be no intention by the Jacobs to make any substantial changes to development on the Home Site. The Panel supports the consistent use of the Rural Conservation Zone rather than the LDRZ to limit development on land outside township boundaries.

The Panel sees no need to remove the section 173 Agreement which applies to the Jacobs' land as in light of their intents for the land as described to us, the Agreement appears to remain relevant.

**The Panel recommends that:**

**The Jacobs' land, Lots 1 and 2 should be included in the Township Zone rather than the Rural Conservation Zone as exhibited and consequently included within the town boundary.**

### **3.6 Other issues**

#### **3.6.1 Additional changes to Clause 21.03-7**

At the directions hearing it was suggested that Clause 21.03-7 may need to be modified to better respond to the changes introduced by Amendment C58. Council officers supported the change and it is believed that it could be achieved by rewording the relevant section of Clause 21.03-7 as follows:

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*assess proposals in townships (other than Colac, Apollo Bay, Marengo, Kennett River, Wye River and Separation Creek) against the following criteria:*

The Panel recommends that:

**Clause 21.03-7 be modified as follows: *assess proposals in townships (other than Colac, Apollo Bay, Marengo, Kennett River, Wye River and Separation Creek) against the following criteria:***

### 3.6.2 Legend for framework plans required

Mr Fadgyas for the Jacobs also recommended that the different greens used on the framework plans for the townships to be included in the MSS should be described in a legend. The Panel agrees.

The Panel recommends that:

**A legend should be provided to the framework plans proposed to be included in Clause 21.**

### 3.6.3 Bicycle path

Mr Fadgyas expressed his clients' concern that a bicycle pathway may be constructed through their land along the creek in accordance with the structure plan recommendations. This is something which is subject to public acquisition and compensation processes and the Panel sees no particular strategic reason why it should be removed from the planning arrangements at this stage.

### 3.6.4 Later version of structure plan

Mr Fadgyas sought to make something of the fact that the proposed reference document is the 2008 Structure Plan for the townships when it seems that an amended strategy was adopted by the Council in February 2009.

The Panel is unclear about the nature of any differences between the two versions but the Council should be mindful of whether further public notice is required as a result of changes made (if any).

### 3.6.5 Septic tank maintenance

As discussed in this report, the issue of environmental impacts from off site wastewater discharges from many of the properties within the three hamlets is a key strategic influence in the consideration of this Amendment.

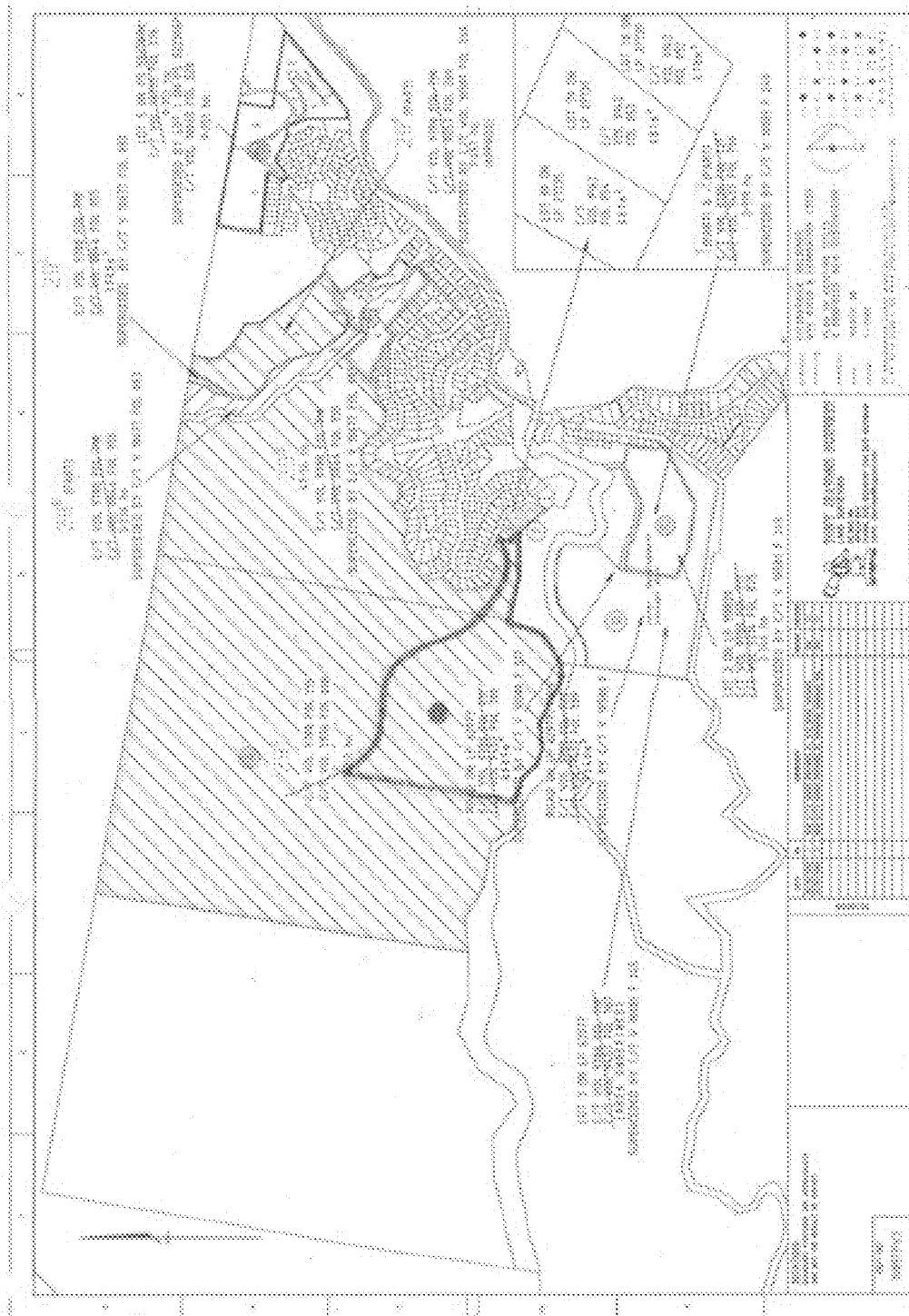


The Panel notes from a number of the investigations into wastewater treatment in the hamlets that the maintenance of septic tanks has been problematic. The Panel further noted that despite recommendations by various consultants, it would seem that the Council has yet to initiate a maintenance regime which would require regular pump out of septic tanks and the maintenance and inspection of effluent disposal systems.

As commented at the hearing, the Panel suggests that the Colac Otway Shire might initiate a formalized septic tank inspection and pump out by-law to require landowners to have their septic tanks regularly pumped out and the effluent disposal systems inspected by a qualified inspector. Landowners could be required to provide evidence of the maintenance requirements to the Council, and the Council might develop a database and management systems to monitor and verify that the by-law has been complied with.

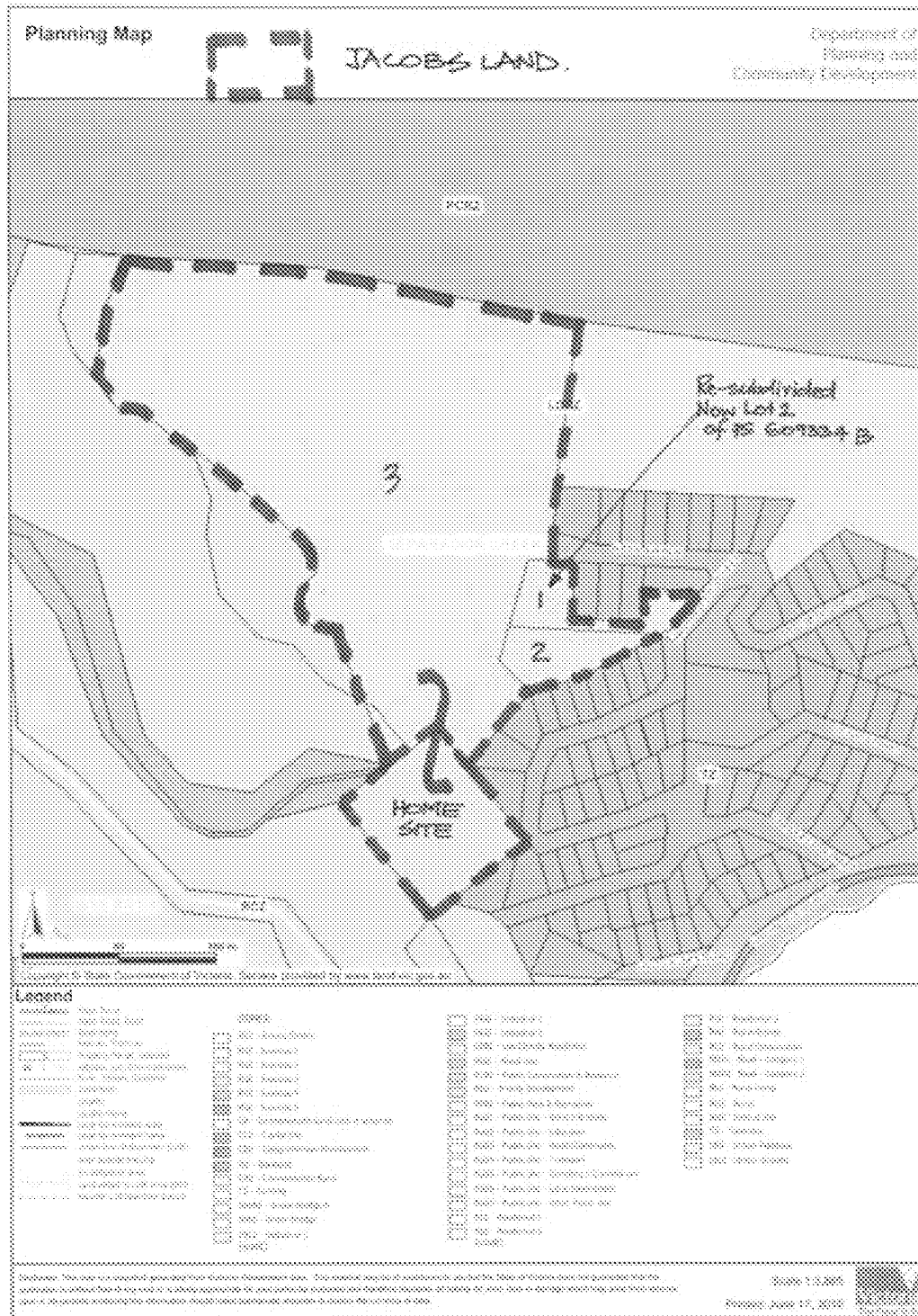
As this is a matter only incidental to consideration of the Amendment, the Panel makes no formal recommendation.

## Appendix A Fitzpatrick land ownership



COLAC OTWAY PLANNING SCHEME AMENDMENT C58  
PANEL REPORT: DECEMBER 2010

## Appendix B Jacobs land ownership



COLAC OTWAY PLANNING SCHEME AMENDMENT C58  
 PANEL REPORT: DECEMBER 2010



OM112302-7

**COLAC CENTRAL BUSINESS DISTRICT AND CITY  
ENTRANCES PROJECT COMMUNITY REFERENCE GROUP**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Mike Barrow                        | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | GEN00450   |

**Purpose**

The purpose of this report is to seek Council's endorsement of the membership of the Colac Central Business District (CBD) and Entrances Project Community Reference Group (CRG).

**Declaration of Interests**

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

**Background**

The Colac CBD and City Entrances CRG will assist in the development of the Colac CBD and City Entrances Urban Design Framework (UDF). This project will provide guidance on improvements which can be made to the public realm which will increase the visual attractiveness and liveability of Colac. The project will also develop detailed design guidelines for private land to guide planning decisions on development applications.

The CRG has been formed through an Expression of Interest (EoI) process with advertising in the Colac Herald along with a media release to draw the public's attention to the opportunity to nominate for membership of the group. A Terms of Reference for the CRG was attached to the nomination form describing the selection criteria, which includes:

1. Geographical distribution
2. Resident/Commercial
3. Individual/Interest group
4. Expertise/reasons for wishing to participate

Nominations for the CRG closed on 4 February 2011. Nineteen applications were received. These were reviewed by officers in conjunction with Cr Crook as the Councillor representative on the project steering committee, and twelve recommended members were selected.

**Council Plan / Other Strategies / Policy**

The Council Plan contains an objective for Land Use and Development that:

"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."

It further has an objective relating to Physical Infrastructure and Assets that:

"Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future".

**Issues / Options**

The planning for redevelopment of the Colac CBD and City Entrances will be a matter of great interest to the community. In recognition of this the project consultant Planisphere has developed a comprehensive community engagement strategy that includes a range of community engagement options including a local reference group to provide input and advice to the project Steering Group on the development of the project.

The community consultation strategy will also include media releases, community bulletins, community workshops, and a drop in discussion session, public displays and individual stakeholder meetings.

The expressions of interest to join the CRG have been assessed against the selection criteria referred to in the report above and twelve members have been recommended. Whilst the Terms of Reference stated a preference for approximately ten members, nineteen nominations were received and it was therefore considered appropriate to expand the group to twelve persons. This will still be a workable sized group, but ensures that a good cross representation of people in the community is included.

The following community members are recommended for Council's endorsement:

1. Jacqui Campbell
2. Richard Riordan
3. Glenn McVilly
4. Cliff McAliece
5. Katy Bright
6. Anthony McDonald
7. Alisha Bergman
8. Henry Bongers
9. Geoff Iles
10. Frank Delorenzo
11. Paul Durr
12. Renee Remmerswaal

There are four options available for Council:

1. The first is to endorse the recommended CRG nominations as above.
2. The second is to endorse a modified list of nominees.
3. The third option is to endorse all of the nineteen nominations.
4. The fourth option is to not endorse the recommended CRG and to readvertise the expression of interest.

The first option is recommended as the expression of interest process was advertised extensively. It is unlikely that further advertising would attract more applicants. The number of CRG members recommended above is sufficient in number and diversity to provide legitimate community input to the process.

The second option is not supported as the nominees have been carefully assessed against the selection criteria with relevant officers and the Councillor representative for the project, and a good cross section of the community has been identified. Modifying the recommended membership of the group would undermine the selection process.

The third option is not supported either as a group of nineteen members would be considered too big for a project of this size and would be difficult to manage. The number of CRG members recommended above is sufficient in number and diversity to provide legitimate community input to the process.

The fourth option is not considered appropriate as it is clear that the advertising process to attract a suitable pool of nominations was successful.

### **Proposal**

It is proposed that Council endorse the membership of Colac CBD and City Entrances Community Reference Group (CRG).

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

There are no financial implications in this proposal. The CRG will require staff resources however this is seen as an important contribution to enable a strong community voice in the process, and is accommodated within the budget allocation to the project.

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

There is a risk that if a CRG is not endorsed the community may feel that Council is not credible in its efforts to engage the community. There is a further risk that persons unsuccessful in being appointed to the Reference Group will feel disappointed at not having this role. This is unfortunate, but as discussed above, it would be considered unworkable to include all nominees. The fact that there would be a selection process against the established criteria was outlined in the advertising process seeking applications.

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

There are no environmental implications in this proposal.

### **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.

While the general public will be informed and consulted on the CBD and City Entrances Project, the CRG will be involved in the process. Under Council's Community Engagement Policy this is a higher level of engagement where officers will work directly with this group to ensure that public concerns and aspirations are understood and reflected in the outcomes of the process.

The general public will be informed and consulted through a comprehensive community engagement strategy that includes media releases, community bulletins, community workshops, and a drop in discussion session, public displays and individual stakeholder meetings.

### **Implementation**

Providing Council endorses the CRG as recommended each member will be sent a letter confirming appointment to the CRG. Each unsuccessful applicant will also be sent a letter thanking each for his or her interest. The first CRG meeting will be in March 2011 where the process and their involvement will be fully explained. It is expected that the CRG will meet at least four times and provide input to the project through the Project Steering Group.

### **Conclusion**

The CRG is a vital component of Council's efforts to engage the public in the process of developing an Urban Design Framework for the Colac CBD and City Entrances. A public EOI process attracted 19 applicants and 12 community members have been recommended

for appointment based on selection criteria that ensures a true cross section of interests within the local community.

**Attachments**

Nil

**Recommendation(s)**

***That Council endorses the following community members as the Colac CBD and City Entrances Community Reference Group (CRG):***

- 1. Jacqui Campbell***
- 2. Richard Riordan***
- 3. Glenn McVilly***
- 4. Cliff McAliece***
- 5. Katy Bright***
- 6. Anthony McDonald***
- 7. Alisha Bergman***
- 8. Henry Bongers***
- 9. Geoff Iles***
- 10. Frank Delorenzo***
- 11. Paul Durr***
- 12. Renee Remmerswaal***

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OM112302-8

**COMMUNITY REFERENCE GROUP - BIRREGURRA  
STRUCTURE PLAN AND NEIGHBOURHOOD CHARACTER  
STUDY**

|             |                                    |           |                                                    |
|-------------|------------------------------------|-----------|----------------------------------------------------|
| AUTHOR:     | Don Lewis                          | ENDORSED: | Jack Green                                         |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | GEN00451 Planning Scheme/Birregurra Structure Plan |

**Purpose**

The purpose of this report is to seek Council's endorsement of the membership of the Birregurra Structure Plan and Neighbourhood Character Study Community Reference Group (CRG).

**Declaration of Interests**

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

**Background**

The release of the draft Birregurra Structure Plan last November generated a significant response from the local community and concerns in relation to protecting the neighbourhood character of the town and managing the expected increase in development as a result of the reticulated sewerage project.

In response to these concerns, Council resolved at its December 2010 meeting to extend the consultation period for the project until 30 June 2011, establish a Community Reference Group (CRG) and commence a Neighbourhood Character Study (NCS) for Birregurra. It was considered that the CRG would play a dual role of providing community input into finalisation of the Structure Plan as well as the Neighbourhood Character Study. It is not a decision making body, but would have an important role in providing a forum for people to raise issues from the broader community, and to convey information on the project to that community.

A series of media releases were circulated prior to Christmas and followed up in January 2011 confirming changes to the project. Additionally, a mail out was carried out to the Birregurra community including a fact sheet and nomination form for the CRG. A Terms of Reference for the CRG was attached to the nomination form describing the selection criteria, which includes:

1. Geographical distribution
2. Permanent/Non permanent ratepayer residency
3. Resident/Commercial
4. Individual/Interest group
5. Expertise/reasons for wishing to participate

Nominations for the CRG closed on 4 February 2011. Nineteen applications were received. These were reviewed by officers in conjunction with Cr Crook as the Councillor representative on the project steering committee and eleven recommended members were selected.

**Council Plan / Other Strategies / Policy**

The Council Plan contains an objective for Land Use and Development that:

“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.”

**Issues / Options**

The Birregurra Structure Plan and Neighbourhood Character Study are matters of great interest to the community and will upon their completion provide clear strategies for long term management of growth in the town. In recognition of this, further consultation will occur that includes input from the CRG and the project steering group on the development of the project, as well as community bulletins, workshops, drop-in information sessions, public displays and individual stakeholder meetings.

The expressions of interest to join the CRG have been assessed against the selection criteria referred to in the report above. Whilst the Terms of Reference stated a preference for approximately 8 members, 19 nominations were received and it was therefore considered appropriate to expand the group to 11 persons. This will still be a workable sized group, but ensures that a good cross representation of people in the community is included.

The following community members are recommended for Council's endorsement:

1. Ian Court
2. Geoff Downard
3. Phillip Kennon
4. Ian Fox
5. George Johnson
6. Christine West
7. Gary Battye
8. Paul Drewry
9. Sarah Handscomb
10. Rosemary Crossley
11. Peter Falkiner

There are four options available for Council:

1. The first is to endorse the recommended CRG nominations as above.
2. The second is to endorse a modified list of nominees.
3. The third option is to endorse all of the nineteen nominations.
4. The fourth option is to not endorse the recommended CRG and to readvertise the expression of interest.

The first option is recommended as the expression of interest process was advertised extensively. It is unlikely that further advertising would attract more applicants. The number of CRG members recommended above is sufficient in number and diversity to provide legitimate community input to the process.

The second option is not supported as the nominees have been carefully assessed against the selection criteria with relevant officers and the Councillor representative for the project,

and a good cross section of the community has been identified. Modifying the recommended membership of the group would undermine the selection process.

The third option is not supported either as a group of nineteen members would be considered too big for a project of this size and would be difficult to manage. The number of CRG members recommended above is sufficient in number and diversity to provide legitimate community input to the process.

The fourth option is not considered appropriate as it is clear that the advertising process to attract a suitable pool of nominations was successful.

### **Proposal**

That Council endorse the membership of the Community Reference Group for the Birregurra Structure Plan and Neighbourhood Character Study projects.

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

As noted in the officer report to the December 2010 Council meeting relating to the Birregurra Structure Plan, Council's extension of the public exhibition period on the Structure Plan to 30 June 2011 and additional work generated by this extension (including the establishment of a Community Reference Group and commissioning of a Neighbourhood Character Study for Birregurra) will have a higher budgetary impact than originally anticipated. This will be partially funded through reallocation of strategic planning resources in the current financial year and will rely upon funding being approved in the 2011/12 budget.

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

There is a risk that persons unsuccessful in being appointed to the Reference Group will feel disappointed at not having this role. This is unfortunate, but as discussed above, it would be considered unworkable to include all nominees. The fact that there would be a selection process against the established criteria was outlined in the advertising process seeking applications.

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

There are no environmental implications arising from this proposal.

### **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.

The methods selected include: Inform, Consult and Involve. While the general public will be informed and consulted on the Structure Plan and Neighbourhood Character Study, the CRG will more directly involve the community in the process of both projects, and be an important connection between Council and the Birregurra community. Under Council's Community Engagement Policy this is a higher level of engagement where officers will work directly with this group to ensure that public concerns and aspirations are understood and reflected in the outcomes of the process.

### **Implementation**

Providing Council endorses the CRG as recommended each member will be sent a letter confirming appointment to the CRG. Each unsuccessful applicant will also be sent a letter thanking each for his or her interest. The first CRG meeting is expected to be in March 2011 where the process and these members' involvement will be fully explained.

It is expected that the CRG will meet at least three to four times and provide input to the Structure Plan and Neighbourhood Character Study through the Project Steering Group.

**Conclusion**

Following several concerns raised in relation to the release of the draft Birregurra Structure Plan last November, Council resolved to establish a CRG to better explain the project and seek further input from the Birregurra community. The CRG is a vital component of Council's efforts to engage the public in the process of developing a Structure Plan for Birregurra and in preparing a Neighbourhood Character Study for the town. Eleven nominees have been recommended for appointment based on a selection criteria which ensures that the group represents a true cross section of interests within the local community.

**Attachments**

Nil

**Recommendation(s)**

***That Council endorses the following community members for the Birregurra Structure Plan and Neighbourhood Character Study Community Reference Group:***

1. ***Ian Court***
2. ***Geoff Downard***
3. ***Phillip Kennon***
4. ***Ian Fox***
5. ***George Johnson***
6. ***Christine West***
7. ***Gary Battye***
8. ***Paul Drewry***
9. ***Sarah Handscombe***
10. ***Rosemary Crossley***
11. ***Peter Faulkner***

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

D = Discussion

W = Withdrawal

| ITEM  | D | W |
|---|---|---|
| <p><b><u>GENERAL BUSINESS</u></b></p> <p><b><u>OM112302-9 ASSEMBLY OF COUNCILLORS</u></b></p> <p>Department: General Business</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council notes the Assembly of Councillors reports for:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Central Reserve Advisory Committee - 2 February 2011</i></b></li> <li>• <b><i>Colac Livestock Selling Centre Advisory Committee - 4 February 2011</i></b></li> <li>• <b><i>CEO's Performance Review - 4 February 2011</i></b></li> <li>• <b><i>Meeting with Apollo Bay community members – 8 February 2011</i></b></li> <li>• <b><i>Councillor Workshop - 9 February 2011</i></b></li> </ul> |   |   |
| <p><b><u>OM112302-10 ITEM FOR SIGNING AND SEALING - TRANSFER OF LAND PART MORRISON STREET, COLAC</u></b></p> <p>Department: General Business</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council agree to sign and seal the Transfer of Land documents prepared for sale of land described as that part of Morrison Street, Colac discontinued by virtue of the Notice in the Government Gazette G24 16 June, 2005 to the Minister for Education.</i></b></p>  |   |   |

|  |  |  |
|--|--|--|
| <p><b><u>OM112302-11</u>      <u>ITEM FOR SIGNING AND SEALING -</u><br/><u>TRANSFER OF LAND - 10 LAVERS</u><br/><u>HILL COBDEN ROAD, LAVERS HILL.</u></b></p> <p>Department: General Business</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. Agree to sign and seal Transfer of Land documents to finalise the donation of land describds as Certificate of Title Volume 7112 Folio 221, 10 Lavers Hill Cobden Road, Lavers Hill; and</i></b></li> <li><b><i>2. Write and thank the Pitt family for their kind donation.</i></b></li> </ol> |  |  |
|--|--|--|

**Recommendation**

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

***MOVED***                            .....

***SECONDED***                        .....

**OM112302-9 ASSEMBLY OF COUNCILLORS**

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

Changes to the *Local Government Act 1989* and Regulations have redefined Assemblies of Councillors to include advisory committee meetings attended by at least one Councillor and planned/scheduled meetings involving at least half the Councillors and an officer.

It is now a requirement that the record of an assembly is to be reported to the next practicable Council meeting and be included in the minutes of that meeting, instead of being made available for public inspection.

The following Assemblies of Councillors have been held:

- Central Reserve Advisory Committee - 2 February 2011
- Colac Livestock Selling Centre Advisory Committee - 4 February 2011
- CEO's Performance Review - 4 February 2011
- Meeting with Apollo Bay community members - 8 February 2011
- Councillor Workshop - 9 February 2011

**Attachments**

1. Central Reserve Advisory Committee
2. Colac Livestock Selling Centre Advisory Committee
3. CEO's Performance Review
4. Meeting In Apollo Bay
5. Councillor Workshop

**Recommendation(s)**

***That Council notes the Assembly of Councillors reports for:***

- ***Central Reserve Advisory Committee*** - ***2 February 2011***
- ***Colac Livestock Selling Centre Advisory Committee*** - ***4 February 2011***
- ***CEO's Performance Review*** - ***4 February 2011***
- ***Meeting with Apollo Bay community members*** - ***8 February 2011***
- ***Councillor Workshop*** - ***9 February 2011***

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# Assembly of Councillors Record

This Form **MUST** be completed by the attending Council Officer and returned **IMMEDIATELY** to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting.

## Assembly Details:

**Date:** 2 February 2011

**Time:** 5:15pm – 6:15pm

## Assembly Location: Central Reserve – Hockey Clubrooms

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay

## In Attendance:

Councillors: Cr Brian Crook

...../...../...../.....

Officer/s: Ian Seuren – Manager Recreation, Arts and Culture

...../...../...../.....

Matter/s Discussed: See attached meeting agenda.

.....  
(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

## Conflict of Interest Disclosures: (refer page 5)

Councillors: Not applicable

...../...../...../.....

Officer/s: Not applicable

...../...../...../.....

Left meeting at: At conclusion of the meeting at 6:15pm

Completed by: Ian Seuren – Manager, Recreation, Arts and Culture

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|  <p><b>Agenda</b></p> | <h1 style="text-align: center;">Central Reserve Advisory Committee</h1> <p style="text-align: right;">Wednesday 2 February 2011<br/>5:15pm-7:00pm<br/>Central Reserve Hockey Clubrooms</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
|                                                                                                        | <p><b>INVITEES:</b></p> <p>Ian Seuren (Colac Otway Shire)<br/>Cr. Brian Crook (Colac Otway Shire)<br/>Nick Lang (Colac Football &amp; Netball Club Inc.)<br/>Bruce Roberts (Colac Football &amp; Netball Club Inc.)<br/>Helen Gibson (Colac Netball Club Inc.)<br/>Graham Tevelein (Colac Youth &amp; Recreation Club)<br/>Rob Osborne (Colac &amp; District Cricket Association Inc.)<br/>Nick Hay (Colac &amp; District Cricket Association Inc.)<br/>Val Russell (Colac &amp; District F/L Netball Association Inc.)<br/>Bob Mason (Colac &amp; District Football Netball League)<br/>Sam McDonald (Colac Auskick)<br/>Gerard Kavenagh (Little Athletics Colac)<br/>Terry Stephens (Colac &amp; District Dog Obedience Club)<br/>John Neal (Colac City Bowls Club)</p> |            |
|                                                                                                        | <h2 style="text-align: center;">Agenda topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
| 1.                                                                                                     | APOLOGIES:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
| 2.                                                                                                     | WELCOME & INTRODUCTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Ian Seuren |
| 3.                                                                                                     | Confirmation of Minutes from Previous Meeting and Business Arising                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | All        |
| 4.                                                                                                     | Facilities Maintenance Report (Infrastructure)<br>Grounds Maintenance Report (CosWorks)<br>- As circulated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Ian Seuren |
| 5.                                                                                                     | CYRC Facility Improvement Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ian Seuren |
| 6.                                                                                                     | Skate Park Redevelopment Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ian Seuren |
| 7.                                                                                                     | Oval Redevelopment Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Ian Seuren |
| 8.                                                                                                     | Grandstand Redevelopment Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Nick Lang  |
| 9.                                                                                                     | CRAC Terms of Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ian Seuren |
| 10.                                                                                                    | Update from all User Group Representatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | All        |
| 11.                                                                                                    | General Business<br>- Australian Sports Foundation<br>- Use by Colac Otway Rovers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | All        |
| 12.                                                                                                    | Items for future meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | All        |
| 13.                                                                                                    | Next meeting:<br><br>• Wednesday 6 April 2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |



### Assembly of Councillors Record

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#### Assembly Details:

Date: 4, 2, 11

Time: 8.30 am/pm

Assembly Location: Colac Livestock Selling Centre  
(some e.g.'s. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

#### In Attendance:

Councillors: Cr Geoff Higgins

Officer/s: Neil Allen, Graeme Riches  
Greg Anderton

Matter/s Discussed: Roofing of the selling Centre

(some e.g.'s. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

#### Conflict of Interest Disclosures: (refer page 5)

Councillors: ~~.....~~  
NIL

Officer/s: ~~.....~~

Left meeting at: 9.45am

Completed by: [Signature]

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## SALEYARDS ADVISORY SUB-COMMITTEE

Meeting - Friday 4th February at the Colac Livestock Selling Centre commencing at 8.30am.

|           |                        |                             |
|-----------|------------------------|-----------------------------|
| Members : | Cr. Geoff Higgins      | - Colac Otway Shire Council |
|           | Mr. Greg Anderton      | - Cosworks Manager          |
|           | Mr. Graeme Riches      | - Saleyards Superintendent  |
|           | Mr Neil Allen          | - Colac Otway Shire         |
|           | Mr. William Richardson | - Stock Agent               |
|           | Mr. Jamie Dennis       | - VFF Rep.                  |
|           | Mr. Rodney Angus       | - UDV Rep.                  |
|           | Mr. Craig Wheadon      | - Livestock Transport Rep   |
|           | Mr. Jeff Johnson       | - Buyers Rep.               |
|           | Mr. Jamie McConachy    | - Stock Agent               |
|           | Mr. Phil Douglas       | - Stock Agent               |
|           | Mr Terry Dove          | - Stock Agent               |

AGENDA

1. Apologies
2. Confirmation of Minutes of Previous Meeting 18<sup>th</sup> February 2010
3. Business Arising from Minutes
4. General Business
  - (a) Roofing of the Selling Centre
  - (b) Fees and Dues for the next financial year
5. Other Business



# Agenda

# CEO's Performance Review

Friday, 4 February 2011  
COPACC Rehearsal Room  
11.00 am – 2.00 pm

**ATTENDEES:**

Cr Crook (Mayor), Cr Russell, Cr Buchanan, Cr Stephen Hart, Cr Stuart Hart, Cr Higgins, Rob Small (CEO)

**Also in attendance (part meeting):**

Allan Preiss, McArthurs

**Apologies:**

Nil

## Agenda Topics

|                   |                                           |              |
|-------------------|-------------------------------------------|--------------|
| 11.00 am          | Declaration of Interest<br>Nil            |              |
| 11.00 am – 1.00pm | CEO's Performance Review                  | Allan Preiss |
| 1.00 pm – 2.00 pm | Apollo Bay Harbour Masterplan Discussions |              |



## Assembly of Councillors Record

This Form **MUST** be completed by the attending Council Officer and returned **IMMEDIATELY** to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting.

### Assembly Details:

**Date:** 8 February 2011

**Time:** 2.00 pm – 4.00 pm

**Assembly Location:** Shire Offices – Nelson Street, Apollo Bay

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay)

### In Attendance:

**Councillors:** Cr Brian Crook/Cr Geoff Higgins/Cr Stuart Hart/Cr Stephen Hart

**Officer/s:** Rob Small/Jack Green

**Matter/s Discussed:** ...Apollo Bay Harbour Masterplan, Various community issues

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

### Conflict of Interest Disclosures:

**Councillors:** Nil

**Officer/s:** Nil

**Left meeting at:** .....Not applicable

**Completed by:** ... Rob Small



# Agenda

# Councillor Workshop

Wednesday, 9 February 2011  
COPACC Meeting Room  
9.00 am to 4.00 pm

## ATTENDEES:

Cr Crook (Mayor), Cr Buchanan, Cr Stephen Hart, Cr Stuart Hart  
(9.00am – 10.50am & 11.40am – 4.00pm), Cr Smith (9.00am – 9.20am  
& 10.30am – 10.50am), Cr Higgins (10.00am – 11.00am), Cr Russell  
Rob Small (CEO)  
Colin Hayman (GM, Corporate & Community Services)  
Jack Green (GM, Sustainable Planning & Development)  
Neil Allen (GM, Infrastructure & Services)

## Part:

Doug McNeill  
Anne Sorensen  
Greg Fletcher  
Peter Matchan  
Margaret Giudice  
Don Lewis  
Ian Seuren  
Brett Exelby  
Joe Adamski, Peter Morgan & Peter Van Wyk (Barwon Water)  
Sharon Sykes (Sykes Consulting)  
Peter Matchan

| Agenda Topics       |                                                                  |                                                                                                            |
|---------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 9.00 am             | Declaration of Interest<br>Nil                                   |                                                                                                            |
| 9.00 am – 9.30 am   | Planning Committee Briefing Session                              |                                                                                                            |
| 9.30 am – 10.30 am  | Barwon Water – Wye River/Separation Creek<br>Sewerage/Wastewater | Joe Adamski, Peter Morgan & Peter Van Wyk (Barwon Water)<br>Don Lewis, Peter Matchan, Greg Fletcher<br>1hr |
| 10.30 am – 10.50 am | Planning Committee Meeting                                       |                                                                                                            |
| 11.00 am – 11.40 am | Amendment C58 Adoption                                           | Doug McNeill/Don Lewis<br>(30 min)                                                                         |
| 11.40 am – 12.00 pm | General Business                                                 |                                                                                                            |
| 12.00 pm – 12.30 pm | Lunch                                                            |                                                                                                            |
| 12.30 pm – 1.30 pm  | Public Open Space                                                | Ian Seuren<br>Sharon Sykes (Sykes Consulting) 1 hr                                                         |
| 1.30 pm – 4.00 pm   | Budget Discussions & Council Plan                                | Brett Exelby<br>Margaret Giudice (2.5 hrs)                                                                 |





**OM112302-10      ITEM FOR SIGNING AND SEALING - TRANSFER OF LAND  
PART MORRISON STREET, COLAC**

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

Council at its meeting dated 28 January, 2004 resolved to discontinue the eastern extremity of Morrison Street, Colac with the intention of selling the resulting land to the Department of Education for consolidation with the land presently occupied by the Colac Specialist School. A notice was published in the Victorian Government Gazette of 16 June, 2005 to effect the road discontinuance.

Since that time, the Victorian Government Solicitor's Officer has prepared Transfer of Land documents to be signed by Council for the sale of part of the road known as Morrison Street, Colac for the agreed sum of \$1.00. All statutory requirements have been completed in accordance with the relevant provision of the Local Government Act 1989, as amended.

Consistent with the Contract of Sale dated 19 December, 2002 the Minister of Education is required to consolidate the title of the discontinued road with the adjoining title owned by the Department of Education.

**Attachments**

Nil

**Recommendation(s)**

***That Council agree to sign and seal the Transfer of Land documents prepared for sale of land described as that part of Morrison Street, Colac discontinued by virtue of the Notice in the Government Gazette G24 16 June, 2005 to the Minister for Education.***

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**OM112302-11      ITEM FOR SIGNING AND SEALING - TRANSFER OF LAND -  
10 LAVERS HILL COBDEN ROAD, LAVERS HILL.**

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

Council at its meeting of 24 February 2010 resolved to accept the donation of land at 10 Lavers Hill Cobden Road, Lavers Hill (Lot 12 LP 6159). Transfer of Land documents have been prepared to execute the donation which require signing and sealing by Council.

**Attachments**

Nil

**Recommendation(s)**

***That Council:***

- 1. Agree to sign and seal Transfer of Land documents to finalise the donation of land describds as Certificate of Title Volume 7112 Folio 221, 10 Lavers Hill Cobden Road, Lavers Hill; and***
- 2. Write and thank the Pitt family for their kind donation.***

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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:***

| <b><i>SUBJECT</i></b>              | <b><i>REASON</i></b>                                                                                                                              | <b><i>SECTION OF ACT</i></b> |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Salary Sacrifice for Motor Vehicle | this matter deals with personnel matters; AND this matter deals with contractual matters; AND this matter may prejudice the Council or any person | Section 89 (2) (a) (d) (h)   |