



Colac Otway
SHIRE

AGENDA

ORDINARY COUNCIL MEETING
OF THE
COLAC-OTWAY SHIRE
COUNCIL

26 SEPTEMBER 2012

at 3:00 PM

Apollo Bay Senior Citizens Centre, Whelan Street Apollo
Bay

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, subpoena or by any other law, such as the Freedom of Information Act 1982.

COLAC-OTWAY SHIRE COUNCIL MEETING

26 SEPTEMBER 2012

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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, Whelan Street Apollo Bay on 26 September 2012 at 3.00 pm.

AGENDA

1. OPENING PRAYER

Almighty God, we seek your blessing and guidance in our deliberations on behalf of the people of the Colac Otway Shire. Enable this Council's decisions to be those that contribute to the true welfare and betterment of our community.
AMEN

2. PRESENT

3. APOLOGIES

4. MAYORAL STATEMENT

Colac Otway Shire acknowledges the original custodians and law makers of this land, their elders past and present and welcomes any descendents here today.

Colac Otway Shire encourages community input and participation in Council decisions. Council meetings provide an opportunity for the community to ask Council questions, either verbally at the meeting or in writing.

Please note that Council may not be able to answer some questions at the meeting. These will be answered later.

Council meetings enable Councillors to debate matters prior to decisions being made. I ask that we all behave in a courteous manner.

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Thank you. Now 30 minutes is allowed for question time. Please remember, you must ask a question. If you do not ask 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 22/08/12.

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

OM122609-1 CEO'S REPORT

Corporate and Community Services

OM122609-2 AUTHORISATION OF OFFICER (PLANNING & ENVIRONMENT ACT)

OM122609-3 END OF YEAR FINANCIAL MANAGEMENT REPORT

OM122609-4 S86 COMMITTEES OF MANAGEMENT - RE-ELECTION OF
MEMBERSHIP

Infrastructure and Services

OM122609-5 ELECTRIC LINE CLEARANCE - BIRREGURRA STREET TREES

General Business

OM122609-6 ASSEMBLY OF COUNCILLORS

OM122609-7 OTHER COMMITTEE MINUTES - COLAC YOUTH COUNCIL

Rob Small

Chief Executive Officer

CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion
W = Withdrawal

ITEM	D	W
<p><u>CHIEF EXECUTIVE OFFICER</u></p> <p><u>OM122609-1 CEO'S REPORT</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council notes the CEO's Progress Report to Council.</i></p>		

Recommendation

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

MOVED

SECONDED

OM122609-1**CEO'S REPORT**

AUTHOR:	Rhonda Deigan	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	F11/3291

Caretaker Statement

The recommended decision is not a "Major Policy Decision", as defined in section 93A of the *Local Government Act 1989*, or a "Significant Decision" within the meaning of Council's Caretaker Policy.

EXECUTIVE**Local Government Professionals (LGPro) CEOs' Forum**

As a member of this group, the CEO attended the LGPro CEOs' forum on 23 August 2012 in Melbourne. The following items were included in discussions:

- Victorian Local Sustainability Accord
- Representation – update and next steps
 - Local Government Amendment Bill
 - Transfer of Role and Powers of the Inspectorate to Ombudsman Victoria
 - Performance Reporting
- Planning Reform – Impact and next steps
- Call on the Super Fund – impact and strategies for covering the cost.

Launch of the Colac West Edible Landscapes Project

In 2011 Community Hub Inc. supported residents of Colac West to form the Colac West Neighbourhood Action Group. This action group has been responsible for the development of a community plan and for working with Community Hub Inc. and other organisations to address neighbourhood priorities and issues.

After the local treescape was identified as a priority, Community Hub and Neighbourhood Renewal in conjunction with Colac Otway Shire Council allocated funds to enable the planting of fruit trees in Colac West.

At the launch of the Colac West Edible Landscapes Project on 25 August 2012, 83 residents received fruit trees to be planted on their front nature strips. Planting of fruit trees is also planned for the three open spaces within the vicinity of the Colac West Neighbourhood Action Group area. The launch included a demonstration on how to plant and care for the plant as well as a BBQ lunch.

G21 Regional Alliance**G21 Board Meeting**

The Mayor and CEO attended a meeting of the G21 Board in Torquay on 21 August 2012. Items listed on the agenda for discussion included:

- Re-appointment of Council CEOs to G21 Board
- Reaffirm decisions made at July G21 Board Meeting with respect to
 - G21 Constitution
 - G21 Board Charter
 - G21 Regional Health and Wellbeing Plan
 - G21 Remuneration Committee – review of CEO's Performance.

The CEO also attended the G21 Extraordinary General Meeting on 17 September 2012 which was held to consider a special resolution to amend the G21 Constitution to give effect to changes to the following:

- G21 Board Composition
- Council Appointed Councillors
- Council Appointed Officers
- Elected Directors
- Quorum for G21 Board meetings.

G21 Sport & Recreation Pillar

While not having formerly met during the past month, the CEO, as Chair of this Pillar Group, gave a presentation to the delegation of representatives from the Organisation for Economic Co-Operation and Development (OECD). The delegation displayed a genuine interest in the activities of the Pillar and a number of key learnings resulted from this meeting.

The Pillar also met with members of the City of Greater Geelong's Healthy Communities Program.

TAFE Funding Cuts

The Municipal Association of Victoria hosted a meeting with the Victorian Higher Education and Skills Minister, the Honourable Peter Hall MP, on 31 August 2012 to discuss the reduction in funding for TAFE institutions. The CEO attended this meeting on behalf of the Colac Otway Shire to better understand the impacts of these cuts on our community.

Great South Coast Group

The Great South Coast CEOs Forum met in Warrnambool on 14 September 2012. Agenda items included:

- Environment Protection Authority and Local Government Consultative Forum
- Great Ocean Road Regional Tourism Board
- Defined Benefits Taskforce Update
- Proposed National Broadband Network Tower Locations in the Great South Coast
- Building Commissioner Meeting Update
- Roads Advocacy Update
- Fire Services Levy – the implications
- Great South Coast Education Forum.

The Mayor and CEO travelled to Port Fairy on 21 September 2012 to attend a meeting of the Great South Coast Group Board. Agenda items included:

- Great South Coast Group Agriforum
- Great South Coast Group Education Forum
- Budj Bim Advocacy
- Defined Benefits Superannuation Scheme
- Roads Advocacy Update
- Regional Development Australia Support for Great South Coast Priorities
- Presentation from the Honourable Denis Napthine MP, Minister for Major Projects, Minister for Ports, Minister for Regional Cities and Minister for Racing
- Presentation from the Department of Transport.

Following the Board meeting, the CEO attended the South West Sustainability Partnership AGM.

Fonterra Stakeholder Breakfast

The CEO and Deputy Mayor attended a briefing by Fonterra in Warrnambool on 11 September 2012. The briefing related to a potential change to the system of shares for milk suppliers.

Confirmation of Dual Princes Highway Support

Further to last month's report, Council has now received a letter from Minister Terry Mulder MP, confirming his support for the duplication of the Princes Highway between Colac and Winchelsea. A copy of this letter is attached to this report.

CORPORATE & COMMUNITY SERVICES**Environmental Health****Health Education Activities**

Of a total of 367 food premises, 26 inspections were carried out in August 2012.

- 15 inspections of selling points for tobacco were carried out to ensure legislative requirements are being met
- 5 prescribed accommodation premises were inspected
- 11 septic tank inspections were carried out with 3 permits to install and 7 permits to use being issued
- 4 Caravan parks were inspected
- 2 food recalls were received
- 3 complaints were investigated in relation to smoke
- 5 routine food samples were taken from a restaurant. All were found to be satisfactory and within the limits of the applicable food standards.
- Staff attended the "Streatrader" seminar to learn about the new legislation in regard to street stalls and events.

Water Sampling

2 samples of potable water were submitted for analysis.

Immunisation

The immunisation rate generally improved for the June 2012 quarter. State averages for the 79 Councils were exceeded in all age categories with the following results.

12 – 15 months - Colac Otway 98.5%	State Average 93%	(8 th in state)
24 – 27 months - Colac Otway 93.6%	State Average 93%	(37 th in state)
60 - 63 months - Colac Otway 94.3%	State Average 91.5%	(17 th in state)

There has been a marked improvement in the 60 to 63 month old age bracket, which has gone up by 2% improving our rating from 35th in the state to 17th.

Maternal & Child Health

The Service Improvement Plan for 2012-2013 has been completed focusing on increasing our participation rates for Key Ages and Stages visits for the older age group children as well as plans to conduct an extensive survey of our families to ensure we are offering both a responsive and professional service.

Statistics – August 2012

Number of infants enrolled from birth notifications	23
First Time mothers	7

Key Ages and Stages Consultations

Home visits	13	8mths	13
2wks	13	12ths	21
4wks	13	18mths	16
8wks	18	2yrs	13
4mths	28	3.5yrs	19

Other services provided include:

- 97 Additional consultations
- 38 Phone consultations
- 11 Opportunistic immunisations
- 46 Referrals
- 64 Counselling sessions provided
- New Parents Groups - 4 sessions in Colac
- 34 Families currently enrolled under Enhanced Home Visiting service (Vulnerable and at risk families). 3 new families enrolled this month and 1 case closed.

Rural Access**Disability Awareness Training**

Leisure Networks presented a Disability Awareness Workshop at the Colac Neighbourhood House in August 2012. The workshop covered:

- understanding access and inclusion
- dispelling myths
- communicating when it is not easy
- seeing the person not the disability.

Staff and Councillors from Colac Otway Shire attended the workshop.

Children & Family Services**Family Day Care Accreditation**

Our Family Day Care (FDC) service has participated in the first round of the National Quality Standards Accreditation process. Our Quality Improvement Plan was submitted to the Department of Education & Early Childhood Development (DEECD) on the 26 June 2012.

Colac-Otway Family Day Care (the Service) was assessed over two days from 7 - 8 August 2012 by Authorised Officers from DEECD. The purpose of the assessment and rating process was to determine whether and at what rating level the Service is meeting the National Quality Standard and the requirements of the Education and Care Service National Regulations.

During the assessment and rating visit, Authorised Officers visited the residences of three FDC educators and met with the nominated supervisor and the Family Day Care field worker. Evidence was collected through observation, discussion with FDC educators and management, and through sighting of documentation.

The service was considered to be working towards the National Quality Standard overall as summarised in the table below.

There are 7 Quality Areas with 58 Elements. Our scheme received a score of 49 out of 58. The service is to be commended for participating positively in the assessment and rating process.

The results for our accreditation process as provided by DEECD on the 29 August 2012 are as follows:

Overall Rating

QA 1	Educational program and practice	Working towards National Quality Standard
QA 2	Children's health and safety	Meets National Quality Standard
QA 3	Physical environment	Working towards National Quality Standard
QA 4	Staffing arrangements	Meets National Quality Standard
QA 5	Relationships with children	Meets National Quality Standard
QA 6	Collaborative partnerships with families and communities	Meets National Quality Standard
QA 7	Leadership and service management	Exceeds National Quality Standard
Overall rating		Working Towards National Quality Standard.

Older Persons & Ability Support Services (OPASS)**New Staff**

The Unit has four new community care workers who have completed their induction and are being trained in the field. We now have a small number of community care workers that live and work within the rural setting. This has allowed staff to minimize their travel and for the unit to manage increasing demands from growing rural service users for support and services.

Four new "respite" community care workers commenced their induction on the 17 September 2012 and will work with clients who need support outside normal work hours, including weekends.

Government House Reception

Congratulations to the six nominated people that have been invited by His Excellency the Honourable Alex Chernov, QC, Governor of Victoria to attend Government House, Melbourne, for a Morning Tea Reception on 5 October 2012.

All nominees have dedicated many hours of their own time doing a variety of community support work for charitable organisations.

New Client Hand Book

The new *Colac Otway Shire OPASS, Service Users Information Handbook* has now been completed. The new book is simpler in language, has brighter and bolder letters, pictures, and excellent visuals.

The content covers detailed information on:

- Contact details
- Colac Otway Shire information
- General Information that includes payment options, pathways to services
- Assessment
- An outline of the 9 services available
- Occupational Health & Safety both for the service user and staff
- Quality Provision that includes effective management, your rights and much more.

Improved Liveability for Older People (ILOP)

ILOP Ambassadors Program

The Ambassadors have been busy designing their consultations, networking, testing ideas, talking, listening and exploring ideas for their projects. There is fantastic diversity in the group and many learning opportunities for us all during the process.

The Ambassador's Projects will be formally launched during Senior's Week and community conversations will be held to inform the community about the local projects.

Transport Connections

The project plan for the Access, Connect, Belong Communications Initiative has been submitted to the Department of Planning & Community Development (DPCD) for approval, and meetings have been held with regional co-ordinators to develop a Regional Innovations Fund Project.

A key consideration at the moment is avoiding duplication in Innovations Fund Projects at a local and regional level, making sure we review what is being done already, what we can utilise from other projects, and that local projects do not duplicate what will happen via the Regional Innovation Fund project.

Council's Transport Connections Co-ordinator is currently exploring whether some aspects of our local Innovation Fund Project can be funded via the regional project so that funds can be allocated to a Community Leadership Program alongside the delivery of the Access, Connect, Belong Communications Initiative.

The Access, Connect, Belong Project is designed to become a social enterprise managed by Community Hub Inc. with support from the partners of the Strategic Co-ordination Group of Transport Connections Project 3. A workshop - "Community Communications and Connectivity - Making Sense of Social Media" is being held on Thursday 27 September at the Colac Community Library & Learning Centre (CCLLC) from 9:30 am.

Another key part of Transport Connections has been linking community members with public transport providers and planners in looking at future transport needs in new and developing residential areas.

Feedback from the community via the ILOP Ambassadors has highlighted footpaths and seating as key areas needing to be addressed to increase access options and encourage uptake of active transport options.

A focus has been to explore how Transport Connections can link to and complement other initiatives including Active Transport Strategy, the Colac Community Library and Learning Centre Access Report, TLC3 and Advancing Country Towns. This will lead to solid outcomes from the Access, Connect, Belong Communications Initiative.

RECREATION ARTS AND CULTURE

EVENTS

The Hunt for the Golden Gumboot (25 September to 21 October 2012)

The Hunt for the Golden Gumboots will be conducted along the Old Beechy Rail Trail in Gellibrand from 25 September to 5 October 2012. The hunt will also be held from 9 to 19 October in Beech Forest. This popular event has returned again to coincide with the school holidays. Registrations forms are available at Shire offices. People can find a golden gumboot with its unique identification tag and collect a fantastic prize.

Amy Gran Fondo – 16 September 2012

4,000 bike riders challenged the Great Ocean Road and the Otways for the second Amy Gran Fondo. The race began in Lorne then wound its way to Skenes Creek, up to Forrest, across to Barwon Downs, Murroon, Deans Marsh and ended at Benwerrin. The new ride this year (Media Piccolo) from Lorne to Apollo Bay for 200 riders was a great success. The Amy Gillett Foundation promotes a safe competitive mass participation event that provides a challenge for both recreational and competitive riders. The event promoted the Foundation's safe bicycling safety awareness messages for bike riders and motorists and raise funds to support the Foundation's safety programs. The Amy Gran Fondo intention was to raise the profile of the region as a tourism destination, through interstate and local promotion.

Colac Garden & Lifestyle Expo – 22 September 2012

The Colac Garden & Lifestyle Expo was run by the Parents & Friends of St Mary's Primary School. The event has become a significant and valued event of this region and is highly regarded attracting in excess of 75 exhibitors. The Expo brings over 3,000 visitors who were entertained by guest speakers and demonstrations, presenting various aspects of gardening and lifestyle.

Upcoming Events

Events which will be held throughout the Colac Otway Shire in October 2012 will be;

- the continuation of the Hunt for the Golden Gumboot (OBRT)
- Birregurra Weekend Festival – 13 and 14 October
- (Birregurra); Community Choir at Birregurra Festival – 14 October
- Colac Orchid Club – 13 and 14 October (Colac Showgrounds)
- Beeac Golf Club 100th Centenary – 13 and 14 October (Beeac)
- Warrion Flower Show – 24 October (Warrion)
- Alvie Festival – 28 October (Alvie).

RECREATION**Central Reserve Oval Redevelopment**

Council has awarded the contract for the Central Reserve Oval Redevelopment. The project will result in a full reconstruction of the playing field including a new 250mm sand base, sub-surface drainage, automated irrigation systems and planting of Santa Ana couch. The project will also include a maintenance period to ensure full grass coverage of the oval.

Otway Districts Netball Facilities Upgrade

Council has received notification that it was successful in receiving State Government funding of \$60,000 towards the redevelopment of netball facilities at the Gellibrand Recreation Reserve. The \$180,000 project will also see a financial contribution from Council (\$15,000) as well as a significant contribution from the Otway Districts Football Netball Club (\$60,000 cash and \$45,000 in-kind). The project will result in two new netball courts, training lights, change facilities, first aid room and spectator shelter.

Active Transport Strategy & Plan

Assessments have been completed and interviews conducted in relation to the successful appointment of a consultant to undertake an Active Transport Strategy and Plan. This document will assist with Council's strategic co-ordination of facilities which support walking, cycling and alternative transport.

Active transportation includes those forms of transport that have a component of physical activity such as cycling, jogging, skateboarding and walking. The development of this strategy will position Council to encourage residents and visitors to use active transport more often for travel, health and enjoyment.

Elliminyt Playspace

Council officers have evaluated submissions received for the design and construction of a new accessible playspace incorporating active and passive areas at Elliminyt. The scope of the project will include supply and installation of playground equipment and picnic furniture, soft fall, signage, landscaping and pathways. It is expected that the successful tenderer will be appointed and commence in October 2012 and the proposed works will be completed by December 2012.

Playgrounds Maintenance and Upgrades

Playgrounds are regularly maintained by Council so that they adhere to Australian Standards for Playground Safety and Accessibility. Inspections of Council playgrounds are conducted twice per year (May and November) by an external auditor with maintenance works prioritised based on identified current safety issues or concerns.

COPACC**Programmes**

In August almost 2000 people attended performances at COPACC. Trinity College's production of "13" attracted an audience of 1,020 people.

COPACC's season performances, including dance, music, children's drama, comedy and fine music, attracted 911 people to the centre.

COPACC's latest outreach programme, a night of blues music at the Beech Forest Hall, attracted an audience of 96. COPACC partnered with the not for profit Otway Hinterland Events and Beech Forest Progress Association to deliver this well supported event which also raised funds for community projects.

The Song and Soup Choir, formed as part of a mass voice project, in connection with the Choir of Hope and Inspiration (formerly Choir of Hard Knocks) performance at COPACC in November 2012 is making good progress. The 14 strong choir meets at lunch times on Thursdays at COPACC and will perform with other community choirs and the Choir of Hope and Inspiration in November. The Soup and Song choir, is a community engagement project, developed in partnership with Colac Community Hub.

In early September 2012 both performances of "I, Bunyip", a children's theatre and puppetry production which explored Aboriginal bunyip mythology was a double sell-out in early September. Both shows began with a Koori welcome from Richard Collopy, a member of the Gulidjan first people. Audience members gave an overwhelmingly positive response to the production.

BLUEWATER FITNESS CENTRE**School Swim Programs**

Staff have been busy visiting Principals of local and outer district schools, communicating changes to the Centre's School Swim & Survive program while also seeking needs/wants/feedback from schools. Feedback has been positive and we are looking at ways to improve programs to ensure all school children are able to access the Learn to Swim programs at Bluewater.

Programs

Group Fitness class attendance was fantastic throughout August 2012 recording the highest total (948 participants) and second best average (10.42 per class) for the year. A large contributing factor to this is the new Core Worx program that has been implemented which is averaging 14 people per class for the three classes per week.

Crèche

Crèche patronage was the highest it has been with a 25% increase when compared to the same time last year and a 32% increase on August 2010. Bluewater is currently investigating options for opening the Crèche for longer hours 1 to 2 days per week during 4th term on a trial basis.

YOUTH COUNCIL

Youth Council representatives participated in the "RU OK? Day" activities at the Colac Neighbourhood House to raise awareness of mental health issues. They also attended a performance of "Chasing the Lollyman" at COPACC as a reward for their achievements representing Colac District Young people during a visit to Governor House in Melbourne on 28 August 2012.

Youth Council are also preparing to promote White Ribbon Day in support of anti-domestic violence.

INFRASTRUCTURE and SERVICES**CAPITAL WORKS UNIT****Cressy Shelford Road Internal Training**

Operational staff members from Cosworks have undertaken environmental awareness training. The training focused on developing a deeper understanding of biodiversity from the operational perspective and further enhancing the protection of environmental assets associated with roadsides across the Shire.

The final installation of the threatened species signs developed as part of the Council's environmental external awareness raising program were also installed. The completion of these two (2) projects helps to finalise the Awareness Raising component of the Cressy Shelford Road Agreement between Council and the State and Federal Governments.

Parking Management - Morley Avenue, Wye River

Property owners in the vicinity of Morley Avenue, Wye River and other key stakeholders, were surveyed recently to determine their preference for treatment options to better manage parking along Morley Avenue. A survey form invited respondents to provide comment on three (3) alternatives, these being: leave the parking arrangements as is; restrict parking on the ocean side of Morley Avenue; or restrict on-street parking on both sides of Morley Avenue. Property owners had until 7 September 2012 to return their survey. A good number of survey responses has been received with correlation of the survey responses currently being undertaken.

Project Development and Planning

Project planning has commenced for the 2012/13 Capital Works and Major Projects program, with some significant road renewal projects to be undertaken. As part of the planning process, consultants have been engaged to perform pavement design for three (3) road reconstruction projects in Apollo Bay, to ensure Council provides the most cost-effective renewal solution. The sites are Murray Street, McLaren Parade and Seymour Crescent.

Apollo Bay Drainage Strategy

Council closed the public consultation period on this strategy on 5 September 2012, with one (1) submission received from the public. The consultants have reviewed the submission

received which was supportive of the draft Strategy, and are in the process of finalising the Strategy prior to presenting to Council for adoption.

SUSTAINABLE ASSETS

Routine Road and Footpath Inspections

The following is a summary of the routine road and footpath network inspections completed for the month of August 2012:

<i>Road Inspections - Colac Urban Streets</i>	A number of signs were found to be either damaged or missing and several broken stormwater pit lids were also identified as requiring replacement. The required signs have been ordered and will be installed on arrival from the supplier. Cosworks has been requested to replace the pit lids.
<i>Road Inspections - Murray Area 3</i>	Roads in the Barwon Downs, Gerangamete, Murroon, Pennyroyal and Yeodene areas were inspected. Potholes and drain scouring were commonly identified on the gravel roads in this inspection area. It was recommended that the isolated areas of potholes were spotted up rather than graded at this time and that scoured drains have cracked spalls added to disperse the higher water flows. All identified maintenance works have been programmed to be completed by Cosworks within the timeframes nominated in Council's Road Management Plan.
<i>Road Inspections - Murray Area 2</i>	Rural roads around Birregurra, Warncoort, and Yeodene have been inspected. A number of guide posts were found to be either damaged or missing. Potholes and minor corrugations were commonly identified on the gravel roads in this inspection area. Trees and limbs down were also identified requiring cleanup and removal. A number of signs missing or damaged were also identified as requiring replacing. All identified maintenance works have been programmed to be completed by Cosworks works crews.
<i>Road Inspections - Murray Area 1</i>	Rural roads around Barongarook, Barongarook West, Elliminyt and Larpent have been inspected. A number of guide posts were found to be either damaged or missing. Potholes and minor corrugations were commonly identified in the gravel roads incorporating this inspection area. Trees and limbs down were also identified requiring cleanup and removal. A number of signs missing or damaged were also identified as requiring replacing. All identified maintenance works have been programmed to be completed by Cosworks' works crews.
<i>Footpath Inspections - Colac Level 1 Footpath</i>	This inspection zone includes those paths which are subject to high pedestrian activity including around the Colac CBD, schools and other points of interest. Movement in sections of footpath were noted during these inspections. This movement could be as a result of tree root intrusion from nearby trees. Any raised sections of concrete footpath outside intervention have been recommended to be ground off or a pre mix wedge applied to ensure that pedestrian safety is maintained. Footpath maintenance issues have been programmed for completion by Cosworks.

	Other maintenance issues noted related to overhanging trees including both nature strip trees and trees located in private property. Trimming of overhanging street trees have been programmed by the Parks & Gardens works crew. Notices have been issued to private property owners where vegetation is noted as overhanging the property boundary. Overhanging vegetation from private properties are reported to Council's Local Laws Unit for further follow up.
<i>Footpath Renewal Program 2012/13</i>	Footpaths to be renewed in the current year have been identified and organised into logical works packages. The first of these works packages will be allocated to members of Council's panel of contractors, appointed under Contract 1103 - Annual Supply of Concrete Works by the end of September 2012.

Building Maintenance and Renewal

<i>Warrion Hall Accessibility and Electrical Improvements</i>	A building permit application has been lodged for the construction of the access ramp. Quotations are being sought to connect power to the old fire station shed. Council officers are working towards having this project completed in time for the annual Orchid Show which is scheduled at the Hall in late October 2012.
<i>COPACC Fire Safety Improvements</i>	Following the completion of the fire detection systems upgrade at COPACC, attention is now focussed on the upgrade of the proscenium fire curtain in Auditorium 1. The Municipal Building Surveyor has recommended that Council engage a Fire Engineer to provide a detailed specification for the upgrade of the curtain and the associated deluge system. Quotations are currently being sought from suitably qualified contractors.
<i>Birregurra Toilet Construction</i>	Planning permission to remove a number of native trees to allow for construction of the new toilets was received on 4 September 2012. Finalisation of the building permit is expected by 14 September 2012. Barring any unforeseen delays, the estimated construction time for the toilets is 4 to 5 weeks.
<i>Rae Street Office Redevelopment</i>	Regent Constructions were awarded the Contract for refurbishment of the Rae Street Offices at the August 2012 Council meeting. Council officers are presently working with the appointed architect to obtain a building permit. It is anticipated that a permit will be issued shortly. The supply of some specified materials will have a long lead time which may affect the works program. Officers are in discussions with alternative suppliers, however, a delayed start date may eventuate so that the works programme coincides with the supply dates proposed by the Contractor.

<i>Apollo Bay Library</i>	<p>A recommendation to award a contract was presented to Council at its Special Meeting on 19 September 2012.</p> <p>A meeting has been held with Otway Health & Community Services to discuss the proposed works and the impact to the site as it is intended that the Community House remains operational during the period of construction.</p> <p>An alternate location for the library to operate from during construction has also been determined in conjunction with the Corangamite Regional Library Corporation. Library services will be run temporarily from the former Southern Otway Landcare Network office at the Apollo Bay Customer Service Centre. Some minor works will be required to be completed within the office to accommodate the temporary library arrangements.</p>
<i>Pennyroyal Hall</i>	<p>Council officers have recently completed an assessment of the Pennyroyal Hall to determine the scope of works required to address a number of maintenance issues. This assessment identified some major rectification works which are required to straighten a load bearing wall that has failed and is leaning to one side. A number of other refurbishment requirements have been identified and have been included in an overall cost plan. Early estimates put the total value of refurbishment and compliance works in the order of \$250,000. The works will need to be considered against other competing priorities for inclusion on future years of Council's Building Renewal Programme.</p>
<i>Pirron Yallock Recreation Reserve Club Rooms</i>	<p>A report was presented to the Executive Meeting Team underlining the present condition of the facilities. This follows a recent inspection of the facility by Council officers. There are a significant number of issues relating to the safety of the building particularly related to electrical and structural safety. Officers are presently collating information from other specialist audits to provide a guide as to the future operation of this facility.</p>

COSWORKS

Works undertaken by Cosworks during the past month are as follows:

Minor Patching

Minor patching works were undertaken in Apollo Bay and Colac streets and other rural sections of the Shire including Forrest, Carlisle River, Gellibrand, Kawarren and Johanna areas. An increased effort in repairing gravel shoulders on narrow seals in all areas continues to be undertaken.

Storm Damage

Continuing repairs were undertaken on roads in Barwon Downs and Gerangamete area due to flooding. Over the past month there has been a return to normal winter conditions which has seen an increase in fallen and dangerous trees due to strong wind damage. This has been widespread throughout the southern section of the Shire.

Bridge Maintenance

Due to flooding, clearing of debris from approaches to bridges were undertaken on several structures in the Otways. Level 1 Bridge inspections have been completed on all bridges and major culverts.

Road Regrading

Road regrading effort has increased in all areas as weather conditions improve, but due to winter rains the gravel road network still has very soft road pavements.

Gravel Road Re-sheeting

Gravel road re-sheeting works were undertaken on Hoveys Road, Binns Road, Tuxion Road, Sunnyside Road, Benwerrin–Mt Sabine Road, Ackerleys East Road, Christies Road, Yeodene Birregurra Road, Wonga Road and Gubbins Road. Total length of resheeting works completed this month is approximately 13.5km.

Routine Drainage Works

Routine Drainage works were completed in the last month in Wye River, Kennett River, Separation Creek, Apollo Bay and Marengo townships. Also works have been undertaken in the areas of Gellibrand, Carlisle River, Kawarren, Yuulong, Lavers Hill, Yeodene, Barongarook, Irrewillipe, Birregurra, Barwon Downs and Gerangamete.

Sport Ovals

Mowing of the sports ovals has continued as per program.

Tree Maintenance

Tree maintenance works were completed on College Drive Road, Sand Road, Red Johanna Road, Stones Road, Sextons Road, McNamaras Road and Colac Lorne Road. Colac township works have begun on trimming street trees including those trees located under overhead powerlines.

Township Mowing

Township mowing continues in accordance with the mowing program around Apollo Bay, Marengo, Gellibrand, Carlisle River, Forrest, Barwon Downs, Loves Creek, Colac, Beeac, Cressy and Birregurra and including cemeteries. Weed spraying was completed in Birregurra.

Old Beechy Rail Trail

Works have been undertaken along the Old Beechy Rail Trail including removal of fallen and dangerous trees.

MAJOR CONTRACTS/WASTE UNIT**Colac Aerodrome – Committee of Management Meeting**

A meeting of the Colac Aerodrome Committee of Management was held on 6 September 2012. The Committee is working actively on exploring future funding opportunities for the runway upgrade, land purchase option for creating future hangar space, hangar fee charges for 2012/13 and mechanism for collection of landing fees from frequent users. Council officers have prepared and lodged a funding application with Regional Development Victoria (RDV) for preparation of a Business Plan, the outcome of this funding is awaited. The Committee has also secured a minor grant for upgrading of the fence and concrete area surrounding the terminal building and is in the process of implementing the works.

Tenders

Tenders opened since the last reporting period:

1239 – Active Transport Strategy & Plan

1240 – Elliminyt Playspace – Design & Construct

Tenders awarded since the last reporting period:

1227 – Rae Street Office Refurbishment – to Regent Construction & Building Services

1228 – Storage Area Network (SAN) & Virtualisation Upgrade – to Thomas Duryea Consulting

1229 – Supply & Deliver Tip Truck & Dog – to Whitehorse Truck Centre

1237 – Bituminous Sealing Works

1231 – Apollo Bay Library Extension

1235 – Barham River Road & Upper Gellibrand Road Bridges – Design & Construct

1236 – Carlisle Valley Road & Gants Access Bridges – Design & Construct

Tenders advertised since the last reporting period:

1212 – Apollo Bay Dredge & Workboat – Design & Construct, closing 3 October 2012

1221 – Bushfire Planning Project, closed 12 September 2012

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 (19 Lots)	A certificate of compliance has been issued and outstanding works guaranteed with a security bond. Fill to lots is continuing with surface drainage, landscaping and some ancillary works remaining.
202A Pound Road Stage 1 (13 Lots)	A certificate of compliance is expected to be issued after some drainage construction issues are resolved.
202A Pound Road Stage 2 (13 Lots)	Stage 2 has been certified with construction plans soon to be approved by Council's Infrastructure & Services Department.

Marengo Landfill Rehabilitation

A certificate of practical completion was issued in June 2012 for contracted works to rehabilitate the landfill at Marengo. Council officers and the Contractor are currently monitoring the grass cover which is expected to become fully established over the site in following months.

SUSTAINABLE PLANNING and DEVELOPMENT

Planning & Building

Birregurra Structure Plan

Following adoption of the Birregurra Neighbourhood Character Study at Council's June 2012 meeting, consultant firm Hansen Partnership has commenced a review of the 2010 draft Birregurra Structure Plan. It is intended to revise the draft document to take into account submissions received late in 2010, as well as to incorporate the outcomes of the Neighbourhood Character Study, the G21 Regional Growth Plan, Open Space Strategy and other strategic plans produced in the last few years. The Community Reference Group met with the consultant on 5 September 2012 to provide initial feedback, with a further meeting to be scheduled in late October or early November which will be made open to attendance of

the wider public. This opportunity for feedback will be widely advertised beforehand. It is expected a revised draft Structure Plan will be available for consideration by Council by the end of the year, and placed on public exhibition early in 2013.

Apollo Bay Harbour Master Plan Planning Scheme Amendment

Officers have appointed a planning consultant to manage a planning scheme amendment process on behalf of Council that implements the Apollo Bay Harbour Master Plan. It is envisaged that a small number of specialist consultants will be engaged over the next six months to provide technical input into development of the planning scheme amendment documentation. Exhibition of the amendment will therefore not occur until early in 2013, following a further report to Council. Council will be asked to sign off on the amendment documentation before proceeding to the exhibition stage. The Amendment process has been funded by grants from the Department of Planning and Community Development and Tourism Victoria.

State Government Zones Reform

Officers have lodged a submission with the State Planning Minister in relation to proposed reforms to a range of zones in the Planning Scheme. The Minister had announced a proposal to replace the current Residential 1, 2 and 3 zones with a new Planning Growth Zone, General Residential Zone and Neighbourhood Residential Zone, and to make changes to the Low Density Residential Zone, Township Zone and Mixed Use Zones. It is further proposed to replace the current Business 1, 2, 3, 4 and 5 zones with a Commercial 1 and 2 zones. Changes are proposed to the Farming Zone, Rural Conservation Zone, Rural Living Zone and Rural Activity Zone, and minor changes are proposed to the Industrial 1, 2 and 3 zones. Officers briefed Councillors on the proposed changes at a workshop on 8 August 2012 and agreed on issues to be raised in the Colac Otway Shire submission. The Planning Minister is expected to respond to submissions in the coming months.

Planning Scheme Amendment C69 (Rural Living Strategy & Forrest Structure Plan)

An independent Panel was appointed to hear submissions to this amendment, with a Directions Hearing held on 27 August 2012. A full hearing of submissions is scheduled to commence on 9 October 2012 at COPACC over four days. All submitters have been advised of the Panel's appointment, and those who have responded have been scheduled to make a presentation during the hearing.

Heritage Strategy

As advised at a recent workshop with Councillors, a requirement of the funding from Heritage Victoria for Council's Heritage Advisor is that Council completes a Heritage Strategy by 30 June 2013.

Officers are currently working with our Heritage Advisor to develop a draft document that meets this requirement. A community 'drop-in' session is being held to give residents and other stakeholders the opportunity to discuss the project with staff and provide input into the Strategy. Councillors are also invited to drop in and contribute at any time during the session. The information session was held at COPACC on 20 September 2012 between 2.00pm - 5.00pm (people could drop in any time during these hours). The draft document is expected to be completed for public exhibition early next year.

Development of Bushfire Local Planning Policy

Officers are currently reviewing tenders lodged with Council for consultants to undertake this project which has been funded by a \$120,000 DPCD grant. The project will include development of schedules to the Bushfire Management Overlay for specific towns to introduce standardised requirements for planning applications to reduce the burden for permit applicants, Council and the CFA, and will include strategic assessments of the growth

potential for Gellibrand, Forrest, Beech Forrest and Lavers Hill from a bushfire risk perspective (this is follow-on work from the recent Rural Living Strategy).

Proposed State Heritage Listing - Great Ocean Road

Heritage Victoria has advised the Council informally of a proposal to list the Great Ocean Road under the Victorian Heritage Register following the listing of the road last year on the National Heritage List by the Federal Government. The draft proposal includes exemptions for various works associated with maintenance and management of the road (eg signage, resurfacing and the like) from heritage permit requirements, but would trigger the need for approval by Heritage Victoria for significant changes to the road such as widening of the road for passing lanes. Formal notice of the proposal is expected to be made in the coming months.

G21 Regional Growth Plan

The G21 Regional Growth Plan was adopted by Colac Otway Shire at its meeting on 22 August 2012. All other G21 Councils have also since adopted the Plan, and it has been forwarded to the State Planning Minister for approval. It is expected that once approved, it will be incorporated into the State Planning Policy Framework of the Planning Scheme. Officers have begun working with the Growth Plan Project Steering Committee to finalise a scoping document for a follow up Implementation Plan which will focus on identifying what infrastructure improvements are required to deliver the Growth Plan.

Environment & Community Safety

Fire Danger Period Starts on 1 November

On 1 November 2012 the Fire Danger Period begins in the Colac Otway Shire. Landowners are expected to keep their properties suitably maintained during this period and people require a permit to conduct all burning off. Although it is over a month away now is the time for people to start cleaning up their properties and to responsibly undertake any burning off activities. It is important to remind people that there are restrictions on burning off in place outside of the Fire Danger Period so they are advised to check Council's website for information about what they can and can't do and whether they need a permit to do so. Council will be sending a courtesy letter to all landowners in October formally reminding them of their obligations during the Fire Danger Period.

Economic Development

Colac Marketing Strategy

Brand Bureau has completed draft work to develop new Colac brand alternatives and will present this work to a Council workshop before an officer's report to Council to seek a final decision on the new brand.

Colac High School Master Plan

The inception meeting has been held with consultant group 'Community by Design'. The project will have a high level of community engagement and this will commence with a survey available on line and in hard copy at Shire customer service centres. The project is expected to be completed by the end of 2012.

Tourism

Visitation is down to average winter levels. VICs held functions, training events and familiarisation tours to celebrate Tourism Week (3 - 7 September 2012).

The Interim Great Ocean Road Tourism Board will complete a draft proposal for Council by October. This will be presented to a Council in a workshop before an officer's report to Council to seek endorsement of recommendations.

Small Towns Improvement Program (STIP)

Council has approved projects in Swan Marsh, Carlisle River, Beeac, Cressy, Birregurra, Forrest, Beech Forest, Barwon Downs and Apollo Bay.

Business Development

The annual Colac Otway Shire Careers EXPO was successfully held on 31 August 2012.

The ANZ Business Breakfast is scheduled for 19 October 2012 at the Lake Bowling Club. The 2012 Powercor Colac Otway Business Awards will be held on 13 October 2012.

Attachments

1. Letter from Minister Mulder - Duplication of Princes Highway West

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>OM122609-2      AUTHORISATION OF OFFICER<br/>(PLANNING &amp; ENVIRONMENT ACT)</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council:</i></b></p> <ol style="list-style-type: none"> <li><b><i>1. Appoints Statutory Planning Co-ordinator Blaithin Butler as an authorised officer pursuant to the Planning and Environment Act 1987.</i></b></li> <li><b><i>2. Notes that the Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.</i></b></li> <li><b><i>3. Delegates to the Chief Executive Officer authority to sign and place under Council Seal the Instrument of Appointment and Authorisation.</i></b></li> </ol> |   |   |
| <p><b><u>OM122609-3      END OF YEAR FINANCIAL<br/>MANAGEMENT REPORT</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><b><i>That Council accepts the End of Financial Year Management Report 2011/12.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |   |

**OM122609-4      S86 COMMITTEES OF MANAGEMENT -  
RE-ELECTION OF MEMBERSHIP**

Department: Corporate and Community Services

***That Council:***

1. ***Pursuant to section 86 of the Local Government Act 1989, resolves to appoint the following nominated members to the Warncoort Tennis Reserve, Beech Forest Hall and Barongarook Hall and Tennis Reserve Committees of Management until September 2015:***

|                                                   |                                                                                                                                         |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Warncoort Tennis Reserve</i></b>            | <b><i>Nigel Hawker, Ally Cirillo, Jane Harwood, Bill Parker, Tony Noble, Daryl Marwood, Sam McDonald, Daniel Allen, Jane Hawker</i></b> |
| <b><i>Beech Forest Hall</i></b>                   | <b><i>Anthony Zappelli, Linda Perkins, Jackie Zappelli, Steve Trotter, Sue Skov, Laurie Shaw, Virginia Nemet, Sue Ludewig</i></b>       |
| <b><i>Barongarook Hall and Tennis Reserve</i></b> | <b><i>Jane Bear, Barb Alford, Kathy Allan, Ian Lane, Jan Healy, Joy Wright, Loretto Morshead</i></b>                                    |

2. ***In accordance with section 81 sub-section(2) sub-section(a) of the Local Government Act 1989, resolves to exempt members of the Committee from being required to submit a primary or ordinary conflict of interest return in accordance with this section.***
3. ***Advises the Committee that a copy of minutes of meetings held be forwarded to Council for its record after each meeting and that a Treasurer’s Report be provided on an annual basis.***

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

OM122609-2

**AUTHORISATION OF OFFICER (PLANNING & ENVIRONMENT ACT)**

|             |                                |           |           |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR:     | Colin Hayman                   | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96474  |

**Purpose**

To appoint Statutory Planner Blaithe Butler as an authorised officer under the *Planning and Environment Act 1987*.

**Caretaker Statement**

The recommended decision is not a “Major Policy Decision”, as defined in section 93A of the *Local Government Act 1989*, or a “Significant Decision” within the meaning of Council’s Caretaker Policy.

**Declaration of Interests**

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

**Background**

Council recently appointed Blaithe Butler as Strategic Planning Co-ordinator following a recruitment process for an existing vacancy within the Statutory Planning Unit.

- (a) The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the Responsible Authority.
- (b) Currently Council’s authorised officers are acting under a broader Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989*.
- (c) Legal advice has recommended that authorised officers be appointed by Council using a new instrument to address specific authorisation provisions of section 147(4) of the *Planning and Environment Act 1987* versus the broader authorisations of section 224 of the *Local Government Act 1989*.
- (d) The broader Instrument of Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989* must also be retained as it appoints the officers as authorised officers for the administration and enforcement of other acts.

**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.

**Issues / Options**

The Instrument of Authorisation relates only to the powers arising from the *Planning and Environment Act 1987*. Currently, the power to commence proceedings in Council’s name is

also delegated under the Instrument of Delegation from the CEO to Council Staff. Staff members authorised under other legislation, such as the *Local Government Act 1989*, are appointed under delegation by the CEO.

### **Proposal**

The proposal is to appoint Blaithin Butler as an authorised officer pursuant to section 147(4) of the *Planning and Environment Act 1987* and the regulations made under that Act.

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

Nil

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

The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority. The authorisation of officers under this Instrument is consistent with legal advice received.

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

Nil

### **Community Engagement**

The community engagement strategy follows 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 appropriate method is to inform.

### **Implementation**

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) comes into force immediately upon its execution.

### **Conclusion**

Council received legal advice recommending that Council appoint authorised officers pursuant to section 147(4) of the *Planning and Environment Act 1987* for matters relating to planning compliance and enforcement.

### **Attachments**

1. Instrument of Appointment and Authorisation Blaithin Butler

### **Recommendation(s)**

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

1. ***Appoints Statutory Planning Co-ordinator Blaithin Butler as an authorised officer pursuant to the Planning and Environment Act 1987.***
2. ***Notes that the Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.***
3. ***Delegates to the Chief Executive Officer authority to sign and place under Council Seal the Instrument of Appointment and Authorisation.***

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OM122609-3

END OF YEAR FINANCIAL MANAGEMENT REPORT 2011/2012

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Brett Exelby | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96471 |

Purpose

The purpose of this report is for Council to consider the End of Financial Year Management Report for 2011/2012.

Caretaker Statement

The recommended decision is not a "Major Policy Decision", as defined in section 93A of the Local Government Act 1989, or a "Significant Decision" within the meaning of Council's Caretaker Policy.

Declaration of Interests

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

Background

At previous Audit Committee meetings an End of Financial Year Management Report has been discussed as being an important report to identify the end of year financial position.

A Financial Management Report has been prepared for 2011/2012 and is attached. The report was considered by the Audit Committee on 4 September and reviewed by Council at a workshop on 12 September 2012.

The purpose of the management report is to highlight to Council the year end result and to provide Council with a range of additional information. This management report includes:

- Financial Statements for 2011/2012
- Standard Statements for 2011/2012
- Indicative Financial Ratios
- Income and Expense for each Service
- Details of Council's carried forward (carry-over) projects
- Details on the cash position of Council at 30 June 2012
- Details on reserve balances
- Other Issues.

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.

Issues / Options**Cash Position of Council at 30 June 2012**

In recognition of the various financial statements included in the report and the need to understand Council's cash position at the end of the financial year, analysis has been prepared to provide greater clarity.

Council's cash position at year end was \$13.613 million, which is higher than last year's figure of \$10.775 million. The detailed end of year position is set out in the table below.

| Item | 2010-2011
\$'000 | 2011-2012
\$'000 |
|--------------------------------|---------------------|---------------------|
| Cash at Bank | 10,775 | 13,613 |
| Plus Receivables | 2,730 | 3,466 |
| Long service leave | (1,919) | (2,243) |
| Trust deposits | (287) | (253) |
| Reserve funds | (7,878) | (8,701) |
| Grants Received in advance | (1,457) | (4,012) |
| Port of Apollo Bay holdings | 1,151 | 1,522 |
| Payables | (1,821) | (3,578) |
| Total surplus (deficit) | 143 | (186) |

The above reconciliation between the cash requirement and the cash available indicates that Council does not have sufficient cash available to fund its obligations at year end.

This shortfall means that there is \$186K less available in the 2012-2013 financial year to fund the activities earmarked for 2012-2013. Council will have to seek savings from activities or alternatively seek additional income sources should it seek to deliver the 2012-2013 budget in full.

The biggest single critical area to note is the level of grants received in advance (\$4,012 million), which are required to fund the 2012-2013 budget operations and not that of the 2011-2012 year. This is due to the Commonwealth providing partial funding in advance over the last four (4) years and the early recognition of the 2012-2013 Country Roads and Bridges Programme.

Indications are that the early payment of the grants commission will cease in the near term which will result in considerable consumption of Council's cash reserves.

Reserve Balances

The report also provides details of the cash reserves that have been established by Council over many years.

Provided below is a summary of the individual cash reserve balances. More details can be obtained on page 23 of The Financial Management Report.

| Reserve | Actual
2010-2011 | Actual
2011-2012 |
|---------------------------------|---------------------|---------------------|
| Car Parking | 137,740 | 127,740 |
| Open Space | 564,286 | 586,491 |
| Long Service Leave | 1,918,926 | 2,243,211 |
| Landfill Rehabilitation (Alvie) | 467,000 | 524,000 |
| Plant Renewal | 1,261,745 | 1,308,789 |

| | | |
|-----------------------------------|------------------|-------------------|
| Port of Apollo Bay | 1,151,290 | 1,521,829 |
| Rehabilitation | 160,000 | 160,000 |
| Tirrengower Drainage Scheme | 35,718 | 29,476 |
| Carried Forward Projects | 3,067,663 | 3,264,094 |
| Unfunded Superannuation | 100,000 | 100,000 |
| Waste Management | (91) | 0 |
| Kerbside Bin Replacement | 205,000 | 606,259 |
| Colac Livestock Selling Centre | 343,959 | 472,358 |
| Lakeside Estate | (831) | 0 |
| Resource Development | 384,072 | 0 |
| Total cash backed reserves | 9,796,478 | 10,944,246 |

Other Issues

The main issue identified in the report is with respect to the Landfill Rehabilitation Provision.

Summary

Council's overall position, although appearing strong in the financial statements, remains susceptible to shocks and is unable to take advantage of opportunities as they arise. Council continues to improve generally in the sustainability indicators. Council can ensure it is sustainable in the longer term provided it:

- Is willing to undertake the necessary changes to make our business more efficient.
- Keeps an eye toward other opportunistic revenue generation, such as grants funding, structured borrowing strategies, charge schemes and other entrepreneurial activities.

Given the level of expected future demands on Council and the level of current reserves, Council can ill afford to commit to any additional works or projects, regardless of the opportunity it may offer. Council needs to vigilantly adhere to the principles of planning before committing to funding any new or expanded activities.

Proposal

That Council receives the Financial Management Report for 2011/2012.

Financial and Other Resource Implications

The report indicates that Council needs to be constantly aware of the current level of cash reserves and the future requirements to build up other reserves for example, Landfill Rehabilitation Reserves.

The Financial Year Management Report 2011/2012 clearly indicates Council's financial position and the issues that Council currently faces.

Risk Management & Compliance Issues

The report highlights the areas of concern with respect to the level of cash and reserves.

Environmental and Climate Change Considerations

Not applicable.

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 appropriate method has been to inform. The report was considered by the Audit Committee on 4 September 2012 and at a Council workshop on 12 September 2012.

Implementation

The issue raised with respect to Landfill Rehabilitation Provision will be considered in the preparation of the 2013/2014 and future budgets.

Conclusion

The report indicates that Council clearly needs to be vigilant in its approach to the level of cash and reserves.

The report also clearly indicates Council's financial position and the issues that it faces.

Attachments

1. End of Year Financial Management Report 2011/2012

Recommendation(s)

That Council accepts the End of Financial Year Management Report 2011/2012.

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OM122609-4

**S86 COMMITTEES OF MANAGEMENT - RE-ELECTION OF MEMBERSHIP**

|             |                                |           |           |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR:     | Colin Hayman                   | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96657  |

**Purpose**

To consider appointment of newly elected committee members to the Warncoort Tennis Reserve, Beech Forest Hall and Barongarook Hall and Tennis Reserve S86 Committees of Management.

**Caretaker Statement**

The recommended decision is not a "Major Policy Decision", as defined in section 93A of the *Local Government Act 1989*, or a "Significant Decision" within the meaning of Council's Caretaker Policy.

**Declaration of Interests**

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

**Background**

Council appoints Committees of Management under section 86 of the *Local Government Act 1989* as Special Committees of Council to act in accordance with rules and conditions of appointment adopted by Council. The purpose of the Committees is to manage the operations of the facilities. Council policy is that Committee of Management members are appointed for a three year term.

Meetings to appoint new Committee members were conducted on the following dates:

- Warncoort Tennis Reserve                      27 August 2012
- Beech Forest Hall                                5 September 2012
- Barongarook Hall and Tennis Reserve      13 September 2012

**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.

The decision by Council to appoint local persons to the various Committees is seen to be progressive and inviting the community to participate in the conduct of Council's administration of public facilities. A decision in this regard also sees Council working in partnership with the community to achieve agreed goals.

**Issues / Options****Option 1**

Council's policy is that Committee of Management members are appointed for a 3 year term or less where applicable.

The current three year term for the Warncoort Tennis Reserve, Beech Forest Hall and Barongarook Hall and Tennis Reserve Committees of Management has been completed and the nominations of community persons have been put forward to be on the committee for a period of three years for Council endorsement.

### Option 2

Not to appoint the community persons put forward. It is an important process that each 3 years the members of the particular community/facility consider the membership of the s86 committee. Council's policy is that Committees of Management members are appointed for a 3 year term or less where applicable.

### Proposal

It is proposed to appoint the following community persons to the committee named for a term of 3 years until September 2015.

|                                     |                                                                                                                           |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Warncoort Tennis Reserve            | Nigel Hawker, Ally Cirillo, Jane Harwood, Bill Parker, Tony Noble, Daryl Marwood, Sam McDonald, Daniel Allen, Jane Hawker |
| Beech Forest Hall                   | Anthony Zappelli, Linda Perkins, Jackie Zappelli, Steve Trotter, Sue Skov, Laurie Shaw, Virginia Nemet, Sue Ludewig       |
| Barongarook Hall and Tennis Reserve | Jane Bear, Barb Alford, Kathy Allan, Ian Lane, Jan Healy, Joy Wright, Loretto Morshead                                    |

### Financial and Other Resource Implications

Each Committee holds their own bank account and administers budgets set by the Committee in accordance with funds within these accounts.

Each Committee is required to provide copies of annual financial statements/treasurer's report to Council.

### Risk Management & Compliance Issues

Each committee has been provided with a Risk Management and Insurance Manual developed for Council Committees of Management.

### Environmental and Climate Change Considerations

Not applicable.

### Community Engagement

The community engagement strategy followed 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 selected has been to inform and consult. Advertisements were placed in the local media seeking nominations to the committee. Consultation also took place with Committee members as to the preferred time for the meetings to be held.

### Implementation

A letter will be forwarded to the Management Committees advising them of Council's endorsement of the appointments to the committee.

### Conclusion

The decision to appoint the Committees as Special Committees of Council is in keeping with Council's policy of working with its community in the management of halls, reserves and other facilities throughout the Shire.

**Attachments**

Nil

**Recommendations*****That Council:***

1. ***Pursuant to section 86 of the Local Government Act 1989, resolves to appoint the following nominated members to the Warncoort Tennis Reserve, Beech Forest Hall and Barongarook Hall and Tennis Reserve Committees of Management until September 2015:***

|                                                   |                                                                                                                                         |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Warncoort Tennis Reserve</i></b>            | <b><i>Nigel Hawker, Ally Cirillo, Jane Harwood, Bill Parker, Tony Noble, Daryl Marwood, Sam McDonald, Daniel Allen, Jane Hawker</i></b> |
| <b><i>Beech Forest Hall</i></b>                   | <b><i>Anthony Zappelli, Linda Perkins, Jackie Zappelli, Steve Trotter, Sue Skov, Laurie Shaw, Virginia Nemet, Sue Ludewig</i></b>       |
| <b><i>Barongarook Hall and Tennis Reserve</i></b> | <b><i>Jane Bear, Barb Alford, Kathy Allan, Ian Lane, Jan Healy, Joy Wright, Loretto Morshead</i></b>                                    |

2. ***In accordance with section 81 sub-section(2) sub-section(a) of the Local Government Act 1989, resolves to exempt members of the Committee from being required to submit a primary or ordinary conflict of interest return in accordance with this section.***
3. ***Advises the Committee that a copy of minutes of meetings held be forwarded to Council for its record after each meeting and that a Treasurer's Report be provided on an annual basis.***

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CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM | D | W |
|--|---|---|
| <u>INFRASTRUCTURE AND SERVICES</u> | | |
| <u>OM122609-5 ELECTRIC LINE CLEARANCE - BIRREGURRA STREET TREES</u> | | |
| Department: Infrastructure | | |
| Recommendation(s) | | |
| <i>That Council:</i> | | |
| <ol style="list-style-type: none"> 1. <i>Formally approaches Energy Safe Victoria to:</i> <ol style="list-style-type: none"> a. <i>Seek their in principle support to having Birregurra recognised as a declared area; and</i> b. <i>Commence the statutory process to have the area declared in accordance with the provisions of the Electrical Safety Act 1998.</i> 2. <i>Writes to Powercor Australia requesting that this year's pruning of the street trees in Birregurra be in line with an annual cycle with a view to Council assuming responsibility for management following the pruning works and confirmation from Energy Safe Victoria that they support Birregurra being a declared area.</i> 3. <i>Receives a further report seeking a commitment to funding powerline clearance within the 2013/14 operational budget to the required levels.</i> 4. <i>Engages the Birregurra Action Group to develop a long term management plan for the street trees within the township.</i> | | |

Recommendation

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

MOVED

SECONDED

OM122609-5 ELECTRIC LINE CLEARANCE - BIRREGURRA STREET TREES

| | | | |
|-------------|---------------------------|-----------|------------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | 11/96169 |

Purpose

The purpose of this report is to seek Council resolution with respect to the future management of a select number of street trees within the township of Birregurra which are located under overhead powerlines.

Caretaker Statement

The recommended decision is not a "Major Policy Decision", as defined in section 93A of the *Local Government Act 1989*, or a "Significant Decision" within the meaning of Council's Caretaker Policy.

Declaration of Interests

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

Background

The *Electrical Safety (Electric Line Clearance) Regulations* have been in place since the 1990's and prescribe the clearances that must be maintained between tree branches and powerlines. The principal objective is to minimise the danger of electric lines causing fire or electrocution and of trees causing power outages.

In early 2010 the Victorian Government changed the Regulations with some significant implications for trees growing near powerlines. The changes were developed in consultation with the Electric Line Clearance Consultative Committee, which included the Municipal Association of Victoria (MAV) as the Local Government representative. The changes were brought into effect with 28 days notice in June 2010. No other consultation or engagement occurred with local government or representatives of the arboriculture industry to determine the impacts of the changes in the Regulations.

The main impact of the changes to the Regulations was to remove the ability for any vegetation to grow into the prescribed clearances around electric lines between pruning cycles. Clearance distance or space means a space surrounding an electric line which must be clear of vegetation. The clearance space varies with the type of electric line (e.g. aerial bundled cable, insulated cable, etc) and the risk of ignition of fire at that location.

For the purposes of section 81 of the *Electrical Safety Act 1998* the area covered by the former City of Colac is a declared area for which the Colac Otway Shire Council is responsible for the management of trees adjacent to overhead power lines on streets and other public land which it manages. Powercor Australia is responsible for all other areas outside of this boundary including small townships such as Birregurra.

Powercor, like Council, has a statutory responsibility to maintain minimum safe distances between power lines and vegetation. Any branches growing within the prescribed clearance space must be removed and cut back to such an extent that they will not re-grow into the

clearance space before the next pruning cycle. Powercor have indicated that under their present regime of funding only a three (3) year pruning cycle is affordable. This has the potential to significantly impact upon the environmental values and aesthetic appeal of Council's street trees in areas for which it is not directly responsible for managing vegetation under or adjacent to power lines.

In the case of Birregurra a total of twenty (20) street trees located in both Strachan Street and Beal Street have been identified for modification under Powercor's pruning programme for the area for this year, as outlined below;

Strachan Street (North of Main Street)



Strachan Street (South of Main Street)



Beal Street (South of Main Street)



Given the length in their pruning cycle a significant amount of foliage and canopy will be lost from these trees greatly reducing their aesthetic and environmental value.

Street trees provide many social and environmental benefits. Elements of the Birregurra community are seeking to protect the intrinsic values offered by the town’s street trees whilst at the same time preserving their historic nature and importance to the streetscape.

**Council Plan / Other Strategies / Policy
Physical Infrastructure and Assets**

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

Issues / Options

There are a number of options available to Council with respect to the management of the identified street trees within the township of Birregurra. These options are as follows with an assessment of advantages and disadvantages and estimated cost implications.

| Option | Description | Advantage | Disadvantage | Cost Estimate |
|--------|---|---|--|---------------|
| 1 | VEMCO to undertake trimming with no action from Council | <ul style="list-style-type: none"> ➤ Nil cost to Council | <ul style="list-style-type: none"> ➤ Streetscape in Birregurra negatively affected ➤ Reputational impacts | \$0 |
| 2 | VEMCO to undertake works and Council to replace street trees with more suitable species | <ul style="list-style-type: none"> ➤ VEMCO cover costs for tree removal ➤ Minimal cost to Council to replace trees ➤ More appropriate tree species | <ul style="list-style-type: none"> ➤ Negative impacts to streetscape until new street trees establish ➤ Reputational impacts ➤ Costs to remove stumps and establish new plantings | \$6,000 |

| Option | Description | Advantage | Disadvantage | Cost Estimate |
|--------|--|---|--|--|
| 3 | Council assume responsibility for trimming the subject street trees in the interim in conjunction with a staged replacement programme. | <ul style="list-style-type: none"> ➤ More appropriate tree species ➤ Minimises impacts to overall streetscape through staged removal and replanting | <ul style="list-style-type: none"> ➤ Negative impacts to streetscape until new street trees establish ➤ Reputational impacts ➤ Annual cost to undertake annual trimming ➤ Additional funding required in operational budget ➤ Will set a precedent for other urban areas ➤ Additional responsibility to comply with legislation and risks associated with this | <p>\$15,000
(Overall for staged removal and replacement)</p> <p>\$12,000
per annum (Until replacement programme finalised)</p> |
| 4 | Council seek to have additional areas declared allowing it to undertake works and implement annual trimming programme in the interim | <ul style="list-style-type: none"> ➤ Reduced impact on streetscape through retention of street trees ➤ Protection of tree 'values' ➤ Community acceptance | <ul style="list-style-type: none"> ➤ Annual cost to undertake annual trimming ➤ Additional funding required in operational budget ➤ Will set a precedent for other urban areas which may add to operational costs significantly ➤ Additional responsibility to comply with legislation and risks associated with this | <p>\$ 12,000
per annum</p> |
| 5 | Capital works to underground powerlines or convert to Aerial Bundled Cables | <ul style="list-style-type: none"> ➤ Improved streetscape appearance ➤ Retention of street trees ➤ Community acceptance ➤ Eliminates ongoing powerline clearance activities | <ul style="list-style-type: none"> ➤ High capital cost ➤ Will set a precedent for other urban areas | <p>\$150,000
(approx. preliminary estimate only for undergrounding)</p> |

Proposal

The recommended option at this time is for Council to seek to have the township of Birregurra recognised as a Declared Area under section 81 of the *Electrical Safety Act 1998*.

This would result in Council being responsible for the ongoing management of vegetation under power lines on public land within the town boundaries, including street trees. This should only be a relatively short term measure with a view to handing responsibility back to Powercor at some future stage. Ultimately electrical distribution businesses such as Powercor should be responsible for powerline clearance for their assets. This will enable further discussion with the community so that appropriate strategy for the ongoing management of the street trees within the township can be developed.

It is intended that Powercor complete trimming of the nominated street trees based on an annual cut with Council taking over future responsibility following the conclusion of the

statutory process involved in recognising Birregurra as a declared area. This will enable Powercor to fulfil their statutory electric line clearance obligations which they are required to do so by December 2012.

This approach should also be supported by continued lobbying of both Energy Safe Victoria (ESV) and the Victorian Government to consider the significant detrimental impacts that the current prescribed clearance limits have on the environmental and aesthetic values of street trees in urban settings. This campaign has been initiated following Council's resolution with respect an item of urgent business at the Ordinary Meeting of 22 August 2012.

ESV has recently commenced a review of the statutory provisions governing bushfire risk mitigation in relation to electricity assets. This review also examines power line clearance management in general terms. Local government was given the opportunity to provide comments with respect to a discussion paper which was prepared in relation to this matter. It is understood that this present review will form the basis of a further review of the *Electricity Safety (Electric Line Clearance) Regulations* which are due to be updated by June 2015. Council provided a submission to this review which focussed on the following key issues:

- The need to review the Regulations specifically and engage local government effectively as part of this review.
- The selection of a three (3) year maintenance cycle by the Australian Energy Regulator being based largely on financial costs with little consideration given to environmental and amenity impacts.
- The development of a more scientific criteria to separate areas into Low Bushfire Risk Areas and High Bushfire Risk Areas.
- The introduction of a new Very Low Bushfire Risk Area for some urban areas such as central business districts.

Financial and Other Resource Implications

The 2012/13 budget for trimming of trees around powerlines within the current declared area of the former City of Colac is \$62,700. This allocation is based on a nominal pruning cycle of two (2) years. Due to growth rates, some identified species at specific locations are pruned more regularly to ensure compliance with the required clearance limits.

The preferred option in this instance for Council to assume responsibility for trimming the subject street trees in Birregurra will come with ongoing cost implications. It has been estimated that an additional \$12,000 will be required to include the Birregurra street trees on the periodic powerline clearance programme. This additional funding is based on a pruning cycle of one (1) year in order to minimise the level of foliage removal. A further report will be presented to Council following the Council elections in October 2012 seeking a commitment to funding this extra allocation in Cosworks' 2013/14 operational budget. Further funding may be required should this increased level of service also be extended to other towns within the Shire. The cost implications of this are yet to be assessed.

Risk Management & Compliance Issues

By expanding its responsibilities, Council exposes itself to an increased level of risk in relation to maintaining the regulated clearance limits around power lines for the street trees in Birregurra. Breaches of the relevant Regulations can lead to substantial penalties. As of last year, ESV has taken a very active role in monitoring the compliance of relevant authorities in the performance of their statutory responsibilities.

In order to mitigate this risk, should Council's request to have Birregurra recognised as a declared area be accepted, it will need to incorporate this expanded area of responsibility into its Electric Line Clearance Plan which is prepared annually for the present declared area managed by Council. This Plan sets out the principles to be followed in Council exercising its

statutory duties while protecting areas of important vegetation and managing vegetation to maximize the amenity value of the Shire's trees.

In order for the preferred option to be implemented, Council must first request that the Birregurra Township be first recognised as a declared area under the provisions of section 81 of the *Electrical Safety Act 1998*. Initial discussions have been held with representatives of Powercor to determine the administrative procedures that Council would have to follow to initiate this process. Indications are that Council will need to formally approach ESV for this to occur.

Environmental and Climate Change Considerations

Powerline clearance inevitably causes damage to at least a significant part, if not the majority, of the tree stock. It is difficult for even the experienced tree professionals to meet the Australian Standard for Pruning of Amenity Trees (AS4373). This is largely due to the amount of clearance space required by legislation. Heavy pruning often leads to misshapen trees which have little environmental or amenity value.

By accepting responsibility for the management of the street trees in Birregurra over the short term, Council has some direct control over the standard to which they are pruned within the scope of legislative and budgetary constraints.

Community Engagement

The community engagement strategy follows 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 selected would be collaborate and include further discussions with a representative group of the Birregurra community to formulate an appropriate strategy for the ongoing management of the street trees within the township. It is envisaged that this consultation will be undertaken with the Birregurra Action Group.

Council and its various communities have the opportunity to make a statement with the careful management of trees within its streetscapes. The character of an area can be enhanced for residents and visitors alike providing a visually pleasing and lasting impression for all to experience.

Community consultation will ensure that the individual characteristics and requirements of Birregurra are maintained and enhanced whilst at the same time meeting Council's objectives to produce streetscapes that reflect community expectations. It is important to acknowledge the context within which any future decisions are made particularly in relation to Council's statutory obligations and available funding.

Implementation

Upon adoption of the recommended option it is intended to undertake the following actions:

- Approach ESV to have Birregurra recognised as a declared area under the provisions of the *Electrical Safety Act 1998*.
- Write to Powercor Australia requesting them that this year's pruning of the street trees in Birregurra should be in line with an annual cycle with a view to Council assuming responsibility thereafter.
- Engage the Birregurra Action Group to develop a long term management plan for the street trees within the township.

- Following Council elections in October 2012, prepare a further report seeking Council's commitment to funding powerline clearance within the 2013/14 operational budget to the required levels.
- Continue to lobby both the Victorian Government and ESV in the lead up to the review of the *Electricity Safety (Electric Line Clearance) Regulations*.

Conclusion

Council has an opportunity to demonstrate its commitment to caring for its trees and improving the environment. Assuming responsibility for the clearance of street trees under powerlines in Birregurra will allow Council to retain and develop a streetscape of attractive, healthy and safe trees for the benefit of the entire community, both now and in the future.

Attachments

Nil

Recommendation(s)

That Council:

- 1. Formally approaches Energy Safe Victoria to:***
 - a. Seek their in principle support to having Birregurra recognised as a declared area; and***
 - b. Commence the statutory process to have the area declared in accordance with the provisions of the Electrical Safety Act 1998.***
- 2. Writes to Powercor Australia requesting that this year's pruning of the street trees in Birregurra be in line with an annual cycle with a view to Council assuming responsibility for management following the pruning works and confirmation from Energy Safe Victoria that they support Birregurra being a declared area.***
- 3. Receives a further report seeking a commitment to funding powerline clearance within the 2013/14 operational budget to the required levels.***
- 4. Engages the Birregurra Action Group to develop a long term management plan for the street trees within the township.***

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**CONSENT CALENDAR**

**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | D | W |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <b><u>GENERAL BUSINESS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |   |
| <b><u>OM122609-6 ASSEMBLY OF COUNCILLORS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |   |
| Department: General Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |
| <b><u>Recommendation(s)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |
| <b><i>That Council notes the Assembly of Councillors reports for:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |   |
| <ul style="list-style-type: none"> <li>• <b><i>Colac Aerodrome Committee of Management</i></b> <span style="float: right;"><b><i>14 June 2012</i></b></span></li> <li>• <b><i>Friends of Colac Botanic Gardens</i></b> <span style="float: right;"><b><i>9 August 2012</i></b></span></li> <li>• <b><i>Wye River &amp; Separation Creek Consultative Group Meeting</i></b> <span style="float: right;"><b><i>19 August 2012</i></b></span></li> <li>• <b><i>Councillor Briefing Session</i></b> <span style="float: right;"><b><i>22 August 2012</i></b></span></li> <li>• <b><i>Wye River &amp; Separation Creek Waste Services Public Meeting</i></b> <span style="float: right;"><b><i>26 August 2012</i></b></span></li> <li>• <b><i>Councillor Workshop</i></b> <span style="float: right;"><b><i>12 September 2012</i></b></span></li> </ul> |   |   |
| <b><u>OM122609-7 OTHER COMMITTEE MINUTES - COLAC YOUTH COUNCIL</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |
| Department: General Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |
| <b><u>Recommendation(s)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |
| <b><i>That Council notes the minutes from:</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |
| <ul style="list-style-type: none"> <li>• <b><i>Colac Youth Council meeting held on 13 August 2012</i></b></li> <li>• <b><i>Colac Youth Council meeting held on 27 August 2012.</i></b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |   |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....





OM122609-6

**ASSEMBLY OF COUNCILLORS**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | CLF11/6   |

**Caretaker Statement**

The recommended decision is not a “Major Policy Decision”, as defined in section 93A of the *Local Government Act 1989*, or a “Significant Decision” within the meaning of Council’s Caretaker Policy.

**Assembly of Councillors**

A record must be kept of an assembly of Councillors which lists the Councillors attending, the matters discussed, disclosures of conflict of interest and whether a Councillor left the meeting after making a disclosure.

**Definition**

An “assembly of Councillors” is a defined term under section 76AA of the *Local Government Act 1989* (the Act). It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

If a meeting fits either of these types the procedures applying to an assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting.

**Advisory Committees**

Section 3(1) of the Act defines an advisory committee to be any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**Councillor briefings**

One type of meeting that is clearly an assembly of Councillors is the type of regular meeting, commonly referred to as a “Councillor Briefing” or similar name where Councillors and staff meet to discuss issues that are likely to come before Council for decision. While these meetings have no authority to make Council decisions, they are generally assemblies of Councillors and subject to conflict of interest disclosures.

**What records are to be kept.**

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- the Councillors and members of Council staff attending;
- the matters discussed;
- disclosures of interest (if any are made); and
- whether a Councillor left the meeting after making a disclosure.

It is 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:

- |                                                              |                   |
|--------------------------------------------------------------|-------------------|
| • Colac Aerodrome Committee of Management                    | 14 June 2012      |
| • Friends of Colac Botanic Gardens                           | 9 August 2012     |
| • Wye River & Separation Creek Consultative Group Meeting    | 19 August 2012    |
| • Councillor Briefing Session                                | 22 August 2012    |
| • Wye River & Separation Creek Waste Services Public Meeting | 26 August 2012    |
| • Councillor Workshop                                        | 12 September 2012 |

### **Attachments**

1. Colac Aerodrome Committee of Management
2. Friends of Colac Botanic Garden - 9 August 2012
3. Wye River & Separation Creek Waste Consultative Group -
4. Councillor Briefing Session - 22 August 2012
5. Wye River & Separation Creek Waste Services Public Meeting - 26 August 2012
6. Councillor Workshop - 12 September 2012

### **Recommendation(s)**

***That Council notes the Assembly of Councillors reports for:***

- |                                                                                |                                 |
|--------------------------------------------------------------------------------|---------------------------------|
| • <b><i>Colac Aerodrome Committee of Management</i></b>                        | <b><i>14 June 2012</i></b>      |
| • <b><i>Friends of Colac Botanic Gardens</i></b>                               | <b><i>9 August 2012</i></b>     |
| • <b><i>Wye River &amp; Separation Creek Consultative Group Meeting</i></b>    | <b><i>19 August 2012</i></b>    |
| • <b><i>Councillor Briefing Session</i></b>                                    | <b><i>22 August 2012</i></b>    |
| • <b><i>Wye River &amp; Separation Creek Waste Services Public Meeting</i></b> | <b><i>26 August 2012</i></b>    |
| • <b><i>Councillor Workshop</i></b>                                            | <b><i>12 September 2012</i></b> |

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OM122609-7

OTHER COMMITTEE MINUTES - COLAC YOUTH COUNCIL

| | | | |
|-------------|---------------|-----------|-----------|
| AUTHOR: | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive | FILE REF: | F11/3291 |

Caretaker Statement

The recommended decision is not a "Major Policy Decision", as defined in section 93A of the *Local Government Act 1989*, or a "Significant Decision" within the meaning of Council's Caretaker Policy.

- Minutes from meeting of the Colac Youth Council held on 13 August 2012.
- Minutes from meeting of the Colac Youth Council held on 27 August 2012.

Attachments

1. Colac Youth Council - 13 August 2012
2. Colac Youth Council - 27 August 2012

Recommendation(s)

That Council notes the minutes from:

- ***Colac Youth Council meeting held on 13 August 2012***
- ***Colac Youth Council meeting held on 27 August 2012.***

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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>SUBJECT</b>                                                 | <b>REASON</b>                                                                                                                                                                              | <b>SECTION OF ACT</b>          |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Report from Delegate to Other Bodies - Audit Committee Minutes | this matter deals with personnel matters; AND this matter deals with contractual matters; AND this matter deals with legal advice; AND this matter may prejudice the Council or any person | Section 89 (2) (a) (d) (f) (h) |
| G21 Regional Football (Soccer) Strategy                        | this matter may prejudice the Council or any person                                                                                                                                        | Section 89 (2) (h)             |



**ORDINARY COUNCIL MEETING**  
**WEDNESDAY, 26 SEPTEMBER 2012**

**ATTACHMENTS**

*PAGE NO.*

**CHIEF EXECUTIVE OFFICER**

**OM122609-1 CEO's Report**

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**CORPORATE AND COMMUNITY SERVICES**

**OM122609-2 Authorisation of Officer (Planning & Environment Act)**

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**OM122609-3 End of Year Financial Management Report 2011/2012**

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**GENERAL BUSINESS**

**OM122609-6 Assembly Of Councillors**

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Attachment 3: Wye River & Separation Creek Waste Consultative Group - ..... 41

Attachment 4: Councillor Briefing Session - 22 August 2012 ..... 42

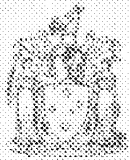
Attachment 5: Wye River & Separation Creek Waste Services Public Meeting - 26 August 2012..... 43

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**OM122609-7 Other Committee Minutes - Colac Youth Council**

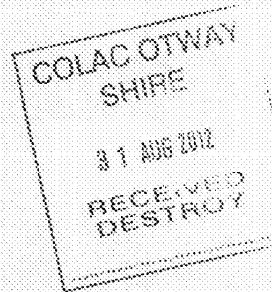
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**Minister for Public Transport  
Minister for Roads**

DOT110355  
(File No.: FC015419)



GPO Box 2797  
Melbourne Victoria 3001  
Telephone: (03) 9095 4330  
Facsimile: (03) 9095 4483  
www.vic.gov.au  
DX 210410

Mr Rob Small  
Chief Executive Officer  
Colac Otway Shire  
PO Box 283  
COLAC VIC 3250

Dear Mr Small

**DUPLICATION OF PRINCES HIGHWAY WEST**

Thank you for your letter dated 24 July 2012, regarding the Victorian Coalition Government's commitment to the duplication of the Princes Highway between Winchelsea and Colac.

Building on the current duplication works between Waurn Ponds and Winchelsea, extension of the duplication to Colac is essential to improve safety and road freight efficiency, better connect regional communities, support business, and to improve access to tourist destinations in south western Victoria.

Our commitment has not changed for this \$515 million project to extend the duplication to Colac, with the project to be jointly funded by the Victorian and Federal Governments.

As part of the State Budget 2011-12, the Coalition Government announced \$2.5 million over three years. The Federal Government allocated \$7 million from 2011-12.

This funding has allowed VicRoads to commence the preliminary planning and concept design phases. VicRoads expects funding for construction to be released as part of the next Nation Building Program, which commences in 2014-15.

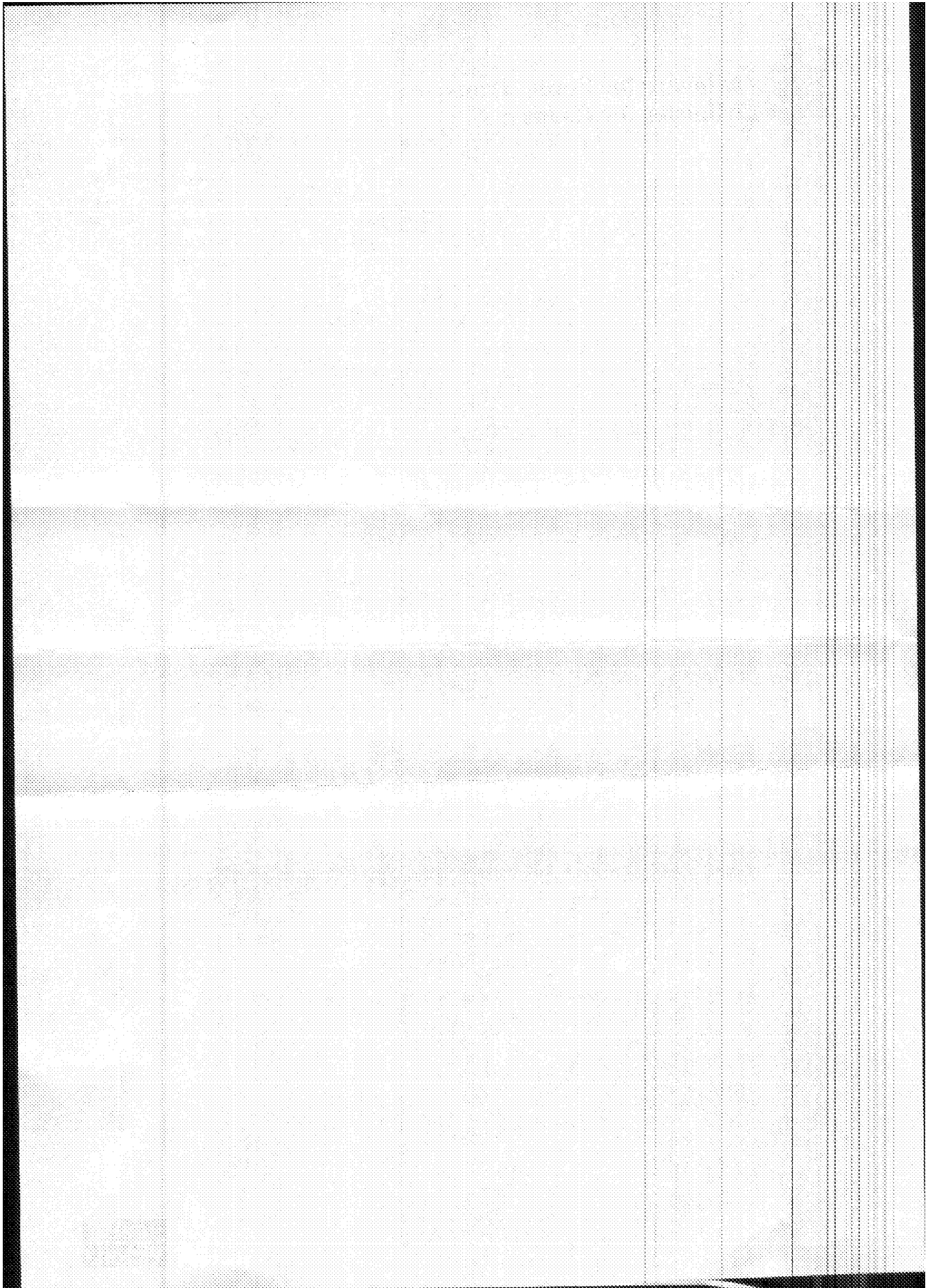
If you require further information, Mr Tony Hedley, VicRoads' Project Director, (Tel: 4243 3805), would be pleased to assist.

Yours sincerely,

**Hon Terry Mulder MP**  
Minister for Roads

28/8/2012







INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument "officer" means –

**BLAITHIN BUTLER**

By this Instrument of Appointment and Authorisation Colac Otway Shire Council –

1. Under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

It is declared that this Instrument –

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked

This Instrument is authorised by a resolution of the Colac Otway Shire Council on 14 September 2012

THE COMMON SEAL of Colac Otway Shire  
Council was hereunto affixed in accordance  
with Local Law No 4

.....  
Chief Executive Officer

Dated:





August 2012

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## **INTRODUCTION**

The 2011-2012 Financial Statements have been audited by the Auditor General's agent. The Financial Statements will be considered by Council's Audit Committee on 4 September 2012.

This will enable the finalisation of the process for the Financial Statements, Standard Statements and the Performance Statement for the consolidated position of the Colac Otway Shire Council.

The purpose of this management report is to highlight to Council the year end result and to provide Council with a range of additional information. This management report includes:

- Financial Statements for 2011-2012;
- Standard Statements for 2011-2012;
- Indicative financial ratios;
- Income and Expense for each Service;
- Details of Council's carried forward (carry-over) projects;
- Details on the cash position of Council at 30 June 2012;
- Details on reserve balances; and
- Other issues.

## **FINANCIAL STATEMENTS FOR 2011-2012**

It is expected that the audit certificate from the Victorian Auditor General will be issued to Colac Otway Shire prior to the end of September 2012. This will enable Council to complete the annual report and have the report submitted to the Minister for Local Government prior to the statutory deadline of 30 September 2012.

The team involved in the preparation of the Financial Statements takes this opportunity to express its appreciation to the Victorian Auditor General's representatives, Coffey Hunt, for the productive and educative approach taken to the audit. The mutually respectful nature of the relationship between Coffey Hunt and Council has again ensured the provision of a positive result for Council.

A particular highlight of the relationship has been the ability of the Colac Otway Shire to again present an alternative Comprehensive Income Statement accepted by the Victorian Auditor General Office (VAGO). This alternative view of the Comprehensive Income Statement has allowed the financial statements to provide more meaningful information to the users of our financial statements.

**Comprehensive Income Statement  
For the Year Ended 30 June 2012**

|                                                                       | Note  | 2012<br>\$'000  | 2011<br>\$'000  |
|-----------------------------------------------------------------------|-------|-----------------|-----------------|
| <b>Income</b>                                                         |       |                 |                 |
| Rates and charges                                                     | 2     | 21,789          | 20,465          |
| Statutory fees and fines                                              | 3     | 514             | 540             |
| User fees                                                             | 4     | 3,532           | 3,188           |
| Contributions - cash                                                  | 6(a)  | 304             | 336             |
| Grants - operating                                                    | 5     | 12,273          | 10,439          |
| Reimbursements                                                        | 8     | 406             | 311             |
| Finance income                                                        | 9     | 590             | 554             |
| Other income                                                          | 10    | 83              | 335             |
| Share of net surplus of associates accounted for by the equity method | 16    | -               | 46              |
|                                                                       |       | <b>39,492</b>   | <b>36,214</b>   |
| <b>Capital Income:</b>                                                |       |                 |                 |
| Contributions - non-monetary assets (other)                           | 6(b)  | 178             | 994             |
| Contributions - non-monetary assets (Port of Apollo Bay)              | 6(c)  | 228             | 15,658          |
| Grants - capital                                                      | 5     | 3,551           | 3,883           |
| Net gain on disposal of property, infrastructure, plant and equipment | 7     | 150             | -               |
|                                                                       |       | <b>4,108</b>    | <b>20,535</b>   |
| <b>Total income</b>                                                   |       | <b>43,600</b>   | <b>56,749</b>   |
| <b>Expenses</b>                                                       |       |                 |                 |
| Employee benefits                                                     | 11(a) | (15,390)        | (14,311)        |
| Employee benefits - additional superannuation call                    | 11(b) | (3,182)         | (569)           |
| Materials and services                                                | 12    | (12,119)        | (13,634)        |
| Depreciation and amortisation                                         | 13    | (8,665)         | (7,783)         |
| Finance costs                                                         | 14    | (341)           | (308)           |
| Other expenses                                                        | 15    | (1,206)         | (966)           |
| Share of net loss of associates accounted for by the equity method    | 16    | (74)            | -               |
|                                                                       |       | <b>(40,978)</b> | <b>(37,571)</b> |
| <b>Capital Expense:</b>                                               |       |                 |                 |
| Net loss on disposal of property, infrastructure, plant and equipment | 7     | -               | (104)           |
| Property, plant, equipment and infrastructure written off             | 21    | (1,396)         | (174)           |
|                                                                       |       | <b>(1,396)</b>  | <b>(278)</b>    |
| <b>Total expenses</b>                                                 |       | <b>(42,374)</b> | <b>(37,849)</b> |
| <b>Surplus / (Deficit)</b>                                            |       | <b>1,226</b>    | <b>18,900</b>   |
| <b>Other comprehensive income</b>                                     |       |                 |                 |
| Net asset revaluation increment(decrement)                            | 21    | 29,369          | (20,297)        |
| <b>Comprehensive result</b>                                           |       | <b>30,595</b>   | <b>(1,397)</b>  |



**Balance Sheet  
As at 30 June 2012**

|                                                                 | Note  | 2012<br>\$'000 | 2011<br>\$'000 |
|-----------------------------------------------------------------|-------|----------------|----------------|
| <b>Assets</b>                                                   |       |                |                |
| <b>Current assets</b>                                           |       |                |                |
| Cash and cash equivalents                                       | 17    | 13,613         | 10,775         |
| Trade and other receivables                                     | 18    | 3,455          | 2,779          |
| Inventories                                                     | 19    | 178            | 135            |
| Other assets                                                    | 20    | 12             | 53             |
| <b>Total current assets</b>                                     |       | <b>17,258</b>  | <b>13,742</b>  |
| <b>Non-current assets</b>                                       |       |                |                |
| Investments in associates accounted for using the equity method | 16    | 377            | 452            |
| Property, infrastructure, plant and equipment                   | 21    | 269,639        | 239,762        |
| <b>Total non-current assets</b>                                 |       | <b>270,016</b> | <b>240,214</b> |
| <b>Total assets</b>                                             |       | <b>287,274</b> | <b>253,956</b> |
| <b>Liabilities</b>                                              |       |                |                |
| <b>Current liabilities</b>                                      |       |                |                |
| Trade and other payables                                        | 22(a) | 2,054          | 1,820          |
| Trust funds and deposits                                        | 23    | 253            | 287            |
| Provisions                                                      | 24    | 3,622          | 3,133          |
| Interest-bearing loans and borrowings                           | 25    | 392            | 465            |
| <b>Total current liabilities</b>                                |       | <b>6,321</b>   | <b>5,705</b>   |
| <b>Non-current liabilities</b>                                  |       |                |                |
| Trade and other payables                                        | 22(b) | 3,182          | -              |
| Provisions                                                      | 24    | 3,713          | 4,200          |
| Interest-bearing loans and borrowings                           | 25    | 3,796          | 4,380          |
| <b>Total non-current liabilities</b>                            |       | <b>10,691</b>  | <b>8,580</b>   |
| <b>Total liabilities</b>                                        |       | <b>17,012</b>  | <b>14,285</b>  |
| <b>Net Assets</b>                                               |       | <b>270,262</b> | <b>239,671</b> |
| <b>Equity</b>                                                   |       |                |                |
| Accumulated surplus                                             |       | 108,245        | 113,158        |
| Reserves                                                        | 26    | 162,017        | 126,513        |
| <b>Total Equity</b>                                             |       | <b>270,262</b> | <b>239,671</b> |

Statement of Changes in Equity  
For the Year Ended 30 June 2012

| 2012                                        | Total<br>2012<br>\$'000 | Accumulated<br>Surplus<br>2012<br>\$'000 | Asset                                    |                                     |
|---------------------------------------------|-------------------------|------------------------------------------|------------------------------------------|-------------------------------------|
|                                             |                         |                                          | Revaluation<br>Reserve<br>2012<br>\$'000 | Other<br>Reserves<br>2012<br>\$'000 |
| Balance at beginning of the financial year  | 239,667                 | 113,153                                  | 121,705                                  | 4,810                               |
| Surplus / (Deficit)                         | 1,226                   | 1,226                                    | -                                        | -                                   |
| Net asset revaluation increment/(decrement) | 29,369                  | -                                        | 29,369                                   |                                     |
| Transfers to other reserves                 | 26(b) -                 | (10,101)                                 | -                                        | 10,101                              |
| Transfers from other reserves               | 26(b) -                 | 3,966                                    | -                                        | (3,966)                             |
| <b>Balance at end of the financial year</b> | <b>270,262</b>          | <b>108,245</b>                           | <b>151,073</b>                           | <b>10,944</b>                       |

| 2011                                        | Total<br>2011<br>\$'000 | Accumulated<br>Surplus<br>2011<br>\$'000 | Asset                                    |                                     |
|---------------------------------------------|-------------------------|------------------------------------------|------------------------------------------|-------------------------------------|
|                                             |                         |                                          | Revaluation<br>Reserve<br>2011<br>\$'000 | Other<br>Reserves<br>2011<br>\$'000 |
| Balance at beginning of the financial year  | 241,068                 | 93,666                                   | 142,000                                  | 5,402                               |
| Surplus / (Deficit)                         | 18,900                  | 18,900                                   | -                                        | -                                   |
| Net asset revaluation increment/(decrement) | (20,297)                | -                                        | (20,297)                                 | -                                   |
| Transfers to other reserves                 | 26(b) -                 | (4,408)                                  | -                                        | 4,408                               |
| Transfers from other reserves               | 26(b) -                 | 5,001                                    | -                                        | (5,001)                             |
| <b>Balance at end of the financial year</b> | <b>239,671</b>          | <b>113,159</b>                           | <b>121,703</b>                           | <b>4,809</b>                        |

**Cash Flow Statement  
For the Year Ended 30 June 2012**

|                                                                     | Note      | 2012<br>Inflows/<br>(Outflows)<br>\$'000 | 2011<br>Inflows/<br>(Outflows)<br>\$'000 |
|---------------------------------------------------------------------|-----------|------------------------------------------|------------------------------------------|
| <b>Cash flows from operating activities</b>                         |           |                                          |                                          |
| Rates                                                               |           | 21,660                                   | 20,500                                   |
| User charges and other fines (inclusive of GST)                     |           | 4,443                                    | 4,399                                    |
| Grants (inclusive of GST)                                           |           | 14,588                                   | 14,240                                   |
| Developer contributions (inclusive of GST)                          |           | 319                                      | 340                                      |
| Reimbursements (inclusive of GST)                                   |           | 423                                      | 330                                      |
| Interest                                                            |           | 581                                      | 447                                      |
| Other receipts (inclusive of GST)                                   |           | 90                                       | 465                                      |
| Net GST refund/payment                                              |           | 1,435                                    | 1,496                                    |
| Payments to suppliers (inclusive of GST)                            |           | (12,583)                                 | (14,175)                                 |
| Payments to employees (including redundancies)                      |           | (14,954)                                 | (14,742)                                 |
| Other payments                                                      |           | (1,254)                                  | (1,011)                                  |
| <b>Net cash provided by (used in) operating activities</b>          | <b>27</b> | <b><u>14,748</u></b>                     | <b><u>12,289</u></b>                     |
| <b>Cash flows from investing activities</b>                         |           |                                          |                                          |
| Payments for property, infrastructure, plant and equipment          | 21        | (12,394)                                 | (12,262)                                 |
| Proceeds from sale of property, infrastructure, plant and equipment |           | 1,530                                    | 588                                      |
| <b>Net cash provided by (used in) investing activities</b>          |           | <b><u>(10,864)</u></b>                   | <b><u>(11,674)</u></b>                   |
| <b>Cash flows from financing activities</b>                         |           |                                          |                                          |
| Finance costs                                                       |           | (315)                                    | (282)                                    |
| Trust funds and deposits                                            |           | (34)                                     | (8)                                      |
| Proceeds from interest bearing loans and borrowings                 |           | -                                        | 1,100                                    |
| Repayment of interest bearing loans and borrowings                  |           | (657)                                    | (412)                                    |
| <b>Net cash provided by (used in) financing activities</b>          |           | <b><u>(1,006)</u></b>                    | <b><u>398</u></b>                        |
| Net increase (decrease) in cash and cash equivalents                |           | 2,878                                    | 1,013                                    |
| Cash and cash equivalents at the beginning of the financial year    |           | 10,775                                   | 9,762                                    |
| <b>Cash and cash equivalents at the end of the financial year</b>   | <b>28</b> | <b><u>13,653</u></b>                     | <b><u>10,775</u></b>                     |

## INDICATIVE FINANCIAL RATIOS

The below ratios and indicators have been based upon the audited financial data.

| Financial ratios (Performance indicators) | 2012<br>\$'000 | 2012<br>(%) | 2011<br>\$'000 | 2011<br>(%) | 2010<br>\$'000 | 2010<br>(%) |
|-------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|
|-------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|

(a) **Debt servicing ratio** (to identify the capacity of Council to service its outstanding debt)

|                             |        |   |       |            |   |       |            |   |       |
|-----------------------------|--------|---|-------|------------|---|-------|------------|---|-------|
| <u>Debt servicing costs</u> | 341    | = | 0.78% | <u>308</u> | = | 0.54% | <u>140</u> | = | 0.36% |
| Total revenue               | 43,600 |   |       | 56,749     |   |       | 39,126     |   |       |

Debt servicing costs refer to the payment of interest on loan borrowings, finance lease, and bank overdraft.

The ratio expresses the amount of interest paid as a percentage of Council's total revenue.

(b) **Debt commitment ratio** (to identify Council's debt redemption strategy)

|                                              |        |   |       |            |   |       |            |   |       |
|----------------------------------------------|--------|---|-------|------------|---|-------|------------|---|-------|
| <u>Debt servicing &amp; redemption costs</u> | 998    | = | 4.58% | <u>720</u> | = | 3.52% | <u>445</u> | = | 2.40% |
| Rate revenue                                 | 21,789 |   |       | 20,465     |   |       | 18,559     |   |       |

The strategy involves the payment of loan principal and interest, finance lease principal and interest.

The ratio expresses the percentage of rate revenue utilised to pay interest and redeem debt principal.

(c) **Revenue ratio** (to identify Council's dependence on non-rate income)

|                     |        |   |        |               |   |        |               |   |        |
|---------------------|--------|---|--------|---------------|---|--------|---------------|---|--------|
| <u>Rate revenue</u> | 21,789 | = | 49.98% | <u>20,465</u> | = | 36.06% | <u>18,559</u> | = | 47.43% |
| Total revenue       | 43,600 |   |        | 56,749        |   |        | 39,126        |   |        |

The level of Council's reliance on rate revenue is determined by assessing rate revenue as a proportion of the total revenue of Council.

(d) **Debt exposure ratio** (to identify Council's exposure to debt)

|                           |        |   |        |               |   |        |               |   |        |
|---------------------------|--------|---|--------|---------------|---|--------|---------------|---|--------|
| <u>Total indebtedness</u> | 16,760 | = | 21.57% | <u>11,816</u> | = | 12.34% | <u>11,039</u> | = | 13.99% |
| Total realisable assets   | 77,709 |   |        | 95,780        |   |        | 78,925        |   |        |

For the purposes of the calculation of financial ratios, realisable assets are those assets which can be sold and which are not subject to any restriction on realisation or use.

Any liability represented by a restricted asset (Note 30) is excluded from total indebtedness.

The following assets are excluded from total assets when calculating Council's realisable assets: land and buildings on Crown land; restricted assets; heritage assets; total infrastructure assets; and Council's investment in associate.

This ratio enables assessment of Council's solvency and exposure to debt. Total indebtedness refers to the total liabilities of Council. Total liabilities are compared to total realisable assets which are all Council assets not subject to any restriction and are able to be realised. The ratio expresses the percentage of total liabilities for each dollar of realisable assets.

| Financial ratios (Performance indicators) (cont.)                                                                                                                                                                                                                                                                                                | 2012<br>\$'000 | 2012<br>(%) | 2011<br>\$'000 | 2011<br>(%) | 2010<br>\$'000 | 2010<br>(%) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------------|-------------|----------------|-------------|
| <b>(e) Working capital ratio</b> (to assess Council's ability to meet current commitments)                                                                                                                                                                                                                                                       |                |             |                |             |                |             |
| <u>Current assets</u>                                                                                                                                                                                                                                                                                                                            | 17,258         |             | 13,742         |             | 12,836         |             |
| Current liabilities                                                                                                                                                                                                                                                                                                                              | 6,321          | = 273.03%   | 5,705          | = 240.88%   | 5,886          | = 218.08%   |
| The ratio expresses the level of current assets the Council has available to meet its current liabilities.                                                                                                                                                                                                                                       |                |             |                |             |                |             |
| <b>(f) Adjusted working capital ratio</b> (to assess Council's ability to meet current commitments)                                                                                                                                                                                                                                              |                |             |                |             |                |             |
| <u>Current assets</u>                                                                                                                                                                                                                                                                                                                            | 17,258         |             | 13,742         |             | 12,836         |             |
| Current liabilities                                                                                                                                                                                                                                                                                                                              | 6,089          | = 283.41%   | 5,030          | = 273.20%   | 5,122          | = 250.61%   |
| The ratio expresses the level of current assets the Council has available to meet its current liabilities.                                                                                                                                                                                                                                       |                |             |                |             |                |             |
| Current liabilities have been reduced to reflect the long service leave that is shown as a current liability. This is because Council does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date, but is not likely to fall due within 12 months after the end of the period. |                |             |                |             |                |             |
| <b>Additional KPI ratios</b>                                                                                                                                                                                                                                                                                                                     |                |             |                |             |                |             |
| The following six financial sustainability risk ratios are based on the industry accepted ratios developed by the Victorian government.                                                                                                                                                                                                          |                |             |                |             |                |             |
| <b>(g) Underlying Result</b> (removes non-cash developer contributions and other one-off items from the Operating Result)                                                                                                                                                                                                                        |                |             |                |             |                |             |
| Adjusted Net Operating Result                                                                                                                                                                                                                                                                                                                    | 2,290          | = 5.3%      | 2,376          | = 5.9%      | 2,150          | = 5.6%      |
| Total Underlying Revenue                                                                                                                                                                                                                                                                                                                         | 43,194         |             | 39,947         |             | 38,562         |             |
| <b>(h) Liquidity Ratio</b> (to assess Council's ability to pay its liabilities in the next 12 months)                                                                                                                                                                                                                                            |                |             |                |             |                |             |
| Current assets                                                                                                                                                                                                                                                                                                                                   | 17,258         |             | 13,742         |             | 12,836         |             |
| Current liabilities                                                                                                                                                                                                                                                                                                                              | 6,321          | = 273.0%    | 5,705          | = 240.9%    | 5,886          | = 218.1%    |
| <b>(i) Indebtedness Ratio</b> (to assess Council's ability to cover longer term liabilities from its own sourced revenue)                                                                                                                                                                                                                        |                |             |                |             |                |             |
| Non-current liabilities                                                                                                                                                                                                                                                                                                                          | 10,691         |             | 8,580          |             | 6,898          |             |
| Own-sourced revenue                                                                                                                                                                                                                                                                                                                              | 26,325         | = 40.6%     | 24,839         | = 34.5%     | 25,421         | = 27.1%     |
| <b>(j) Self-Financing Ratio</b> (to assess Council's ability to replace assets from cash generated by operations)                                                                                                                                                                                                                                |                |             |                |             |                |             |
| Net operating cash flows                                                                                                                                                                                                                                                                                                                         | 14,748         |             | 12,289         |             | 12,288         |             |
| Underlying revenue                                                                                                                                                                                                                                                                                                                               | 43,194         | = 34.1%     | 39,947         | = 30.8%     | 38,562         | = 31.9%     |
| <b>(k) Capital Replacement Gap Ratio</b> (measures whether Council is spending on infrastructure at a faster rate than infrastructure is depreciating)                                                                                                                                                                                           |                |             |                |             |                |             |
| Capital Spend                                                                                                                                                                                                                                                                                                                                    | 12,394         |             | 12,262         |             | 14,258         |             |
| Depreciation                                                                                                                                                                                                                                                                                                                                     | 8,665          | = 143.0%    | 7,783          | = 157.5%    | 8,409          | = 169.6%    |
| <b>(l) Renewal Gap Ratio</b> (measures whether Council is spending on infrastructure at a faster rate than infrastructure is depreciating)                                                                                                                                                                                                       |                |             |                |             |                |             |
| Renewal & Upgrade                                                                                                                                                                                                                                                                                                                                | 9,710          |             | 9,250          |             | 9,831          |             |
| Depreciation                                                                                                                                                                                                                                                                                                                                     | 8,665          | = 112.1%    | 7,783          | = 118.8%    | 8,409          | = 116.9%    |

## STANDARD STATEMENTS FOR 2011-2012

The Standard Statements are required by the Local Government Act to be prepared by Council. These statements provide a comparison between the actual results achieved for the year against the originally adopted budget for the year. In addition, there are accompanying notes to provide an explanation for any variances from the budget greater than 10%.

It is worth noting that the format of the Standard Statements currently differs from that of the Financial Statements. In accordance with instructions from the Victorian Auditor General the Standard Statements must follow the format of the adopted budget, which does not include the Port of Apollo Bay.

| Standard Income Statement<br>For the Year Ended 30 June 2012 |      |                  |                  |                    |               |
|--------------------------------------------------------------|------|------------------|------------------|--------------------|---------------|
|                                                              | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>% |
| <b>Income</b>                                                |      |                  |                  |                    |               |
| <b>Operating Income:</b>                                     |      |                  |                  |                    |               |
| Rates and charges                                            |      | 21,789           | 21,370           | 419                | 2%            |
| Statutory fees and charges                                   | 1    | 514              | 874              | (360)              | (41%)         |
| User fees and charges                                        | 2    | 3,445            | 4,245            | (800)              | (19%)         |
| Contributions - Cash                                         | 3    | 304              | 84               | 220                | 262%          |
| Grants - operating                                           | 4    | 11,493           | 7,835            | 3,658              | 47%           |
| Reimbursements                                               | 5    | 406              | 284              | 122                | 43%           |
| Finance Revenue                                              | 6    | 590              | 464              | 126                | 27%           |
| Other Revenue                                                |      | 83               | 54               | 29                 | 54%           |
| <b>Total operating revenues</b>                              |      | <b>38,625</b>    | <b>35,210</b>    | <b>3,415</b>       | <b>10%</b>    |
| <b>Expenses</b>                                              |      |                  |                  |                    |               |
| Employee benefits                                            |      | (14,965)         | (13,969)         | (996)              | (7%)          |
| Employee benefits - additional superannuation call           | 7    | (3,182)          | -                | (3,182)            | (100%)        |
| Materials and services                                       | 8    | (6,122)          | (5,147)          | (975)              | (19%)         |
| Contracts                                                    | 9    | (5,838)          | (7,295)          | 1,457              | 20%           |
| Depreciation and amortisation                                |      | (8,227)          | (8,809)          | 582                | 7%            |
| Finance expenses                                             |      | (378)            | (346)            | (32)               | (9%)          |
| Other expenses                                               | 10   | (1,280)          | (1,079)          | (201)              | (19%)         |
| <b>Total operating expenses</b>                              |      | <b>(39,993)</b>  | <b>(36,645)</b>  | <b>(3,348)</b>     | <b>(9%)</b>   |
| <b>Operating Surplus (deficit)</b>                           |      | <b>(1,368)</b>   | <b>(1,435)</b>   | <b>67</b>          | <b>5%</b>     |
| <b>Capital revenue</b>                                       |      |                  |                  |                    |               |
| Contributions - Capital                                      | 11   | 178              | -                | 178                | 100%          |
| Net Gain on disposal of Property, plant, equipment and       | 12   | 150              | 605              | (455)              | (75%)         |
| Grants - Capital                                             | 13   | 3,551            | 4,654            | (1,103)            | (24%)         |
| <b>Total capital revenue</b>                                 |      | <b>3,880</b>     | <b>5,259</b>     | <b>(1,379)</b>     | <b>(26%)</b>  |
| <b>Capital expenses</b>                                      |      |                  |                  |                    |               |
| Property, plant, equipment and infrastructure written off    | 14   | (1,396)          | -                | (1,396)            | (100%)        |
| <b>Total capital expenses</b>                                |      | <b>(1,396)</b>   | <b>-</b>         | <b>(1,396)</b>     | <b>(100%)</b> |
| <b>Surplus (deficit) for the year</b>                        |      | <b>1,116</b>     | <b>3,824</b>     | <b>(2,708)</b>     | <b>(71%)</b>  |

Notes to Standard Income Statement

| <b>Variance Notes</b> |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Note</u>           | <u>Item</u>                                                           | <u>Explanation</u>                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1                     | Statutory fees and charges                                            | The special charge scheme for Sinclair Street South for \$180K was not charged during the year and animal registration fees of \$167K was allocated to user fees and charges.                                                                                                                                                                                                                                      |
| 2                     | User fees and charges                                                 | The significant variations that occurred include the treatment of home care services as operating grants instead of user fees and charges (\$886K); lower than expected takings from the Colac Livestock Selling Centre (\$63K); animal registrations being treated as user charges and not statutory charges as per note 1 (\$167K); and tourism revenue from the visitor information centres being down (\$41K). |
| 3                     | Contributions - Cash                                                  | Additional contributions were recognised towards a recreation reserve project(\$41K); contribution for distribution of the Barnard Trust ( \$51K); and contributions from other shires towards the Climate Resilient Communities project (\$118K).                                                                                                                                                                 |
| 4                     | Grants - operating                                                    | There were both unexpected project grants and grants paid in advance for the year. These included the Commonwealth Grants Commission (\$3.012 million); Advancing Country Towns Project (\$382K); Neighbourhood Safer Places (\$162K); various environment and community safety projects (\$139K); and the misalignment of home care user fees (\$886K).                                                           |
| 5                     | Reimbursements                                                        | The variation arises due to reimbursement of Assisted Work Placement activities undertaken by Council.                                                                                                                                                                                                                                                                                                             |
| 6                     | Finance Revenue                                                       | Generated additional interest income on investments due to higher levels of cash held across the year in conjunction with implementing the new Council investment policy.                                                                                                                                                                                                                                          |
| 7                     | Employee benefits - additional superannuation call                    | No provision was made in the budget for the additional \$3.18 million call being made by Vision Super for the Defined Benefits Superannuation Fund as result of the 31 December 2011 actuarial assessment.                                                                                                                                                                                                         |
| 8                     | Materials and services                                                | There are no significant variations, overall as the variation arises from the distribution between contracts and materials and services.                                                                                                                                                                                                                                                                           |
| 9                     | Contracts                                                             | There are no significant variations, overall as the variation arises from the distribution between contracts and materials and services.                                                                                                                                                                                                                                                                           |
| 10                    | Other expenses                                                        | The most significant variation was as a result of a requirement to repay an unspent grant received in prior years for local roads (\$157K).                                                                                                                                                                                                                                                                        |
| 11                    | Contributions - Capital                                               | Council does not traditionally budget to receive capital asset contributions.                                                                                                                                                                                                                                                                                                                                      |
| 12                    | Net Gain on disposal of Property, plant, equipment and infrastructure | The variation arises due to the budget including the full value of motor vehicle sales rather than only the profit (or loss) on sale of those assets. The profit arose due to the sale of a Council property.                                                                                                                                                                                                      |
| 13                    | Grants - Capital                                                      | At the time of preparing the budget, grant funding for \$2 million was expected for the Blue Water Fitness Centre redevelopment. This project has been deferred to the 2012-2013 year, along with the associated income. This has been partially offset by the advance claim of \$1 million for the Country Roads and Bridges Programme.                                                                           |
| 14                    | Property, plant , equipment and infrastructure written off            | The variation reflects the value of road pavement and seal that was not able to be reused in the renewal of Council's roads. Council has not traditionally budgeted for items of this nature.                                                                                                                                                                                                                      |

**Standard Balance Sheet  
As at 30 June 2012**

|                                                 | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>% |
|-------------------------------------------------|------|------------------|------------------|--------------------|---------------|
| <b>Assets</b>                                   |      |                  |                  |                    |               |
| <b>Current assets</b>                           |      |                  |                  |                    |               |
| Cash                                            | 15   | 13,613           | 7,487            | 6,126              | 82%           |
| Receivables                                     | 16   | 3,455            | 2,313            | 1,142              | 49%           |
| Inventories                                     | 17   | 178              | 102              | 76                 | 75%           |
| Other assets                                    | 18   | 12               | 292              | (280)              | (96%)         |
| <b>Total current assets</b>                     |      | <b>17,258</b>    | <b>10,194</b>    | <b>7,064</b>       | <b>69%</b>    |
| <b>Non-current assets</b>                       |      |                  |                  |                    |               |
| Investment in associates                        |      | 377              | 410              | (33)               | (8%)          |
| Property, infrastructure, plant and equipment   |      | 248,402          | 250,078          | (1,676)            | (1%)          |
| <b>Total non-current assets</b>                 |      | <b>248,779</b>   | <b>250,488</b>   | <b>(1,709)</b>     | <b>(1%)</b>   |
| <b>Total assets</b>                             |      | <b>266,036</b>   | <b>260,682</b>   | <b>5,354</b>       | <b>2%</b>     |
| <b>Liabilities</b>                              |      |                  |                  |                    |               |
| <b>Current liabilities</b>                      |      |                  |                  |                    |               |
| Payables                                        | 19   | 3,578            | 2,697            | 881                | 33%           |
| Interest-bearing loans and borrowings           | 20   | 392              | 547              | (155)              | (28%)         |
| Trust                                           | 21   | 253              | 301              | (48)               | (16%)         |
| Provisions                                      | 22   | 3,563            | 3,250            | 313                | 10%           |
| <b>Total current liabilities</b>                |      | <b>7,786</b>     | <b>6,795</b>     | <b>991</b>         | <b>15%</b>    |
| <b>Non-current liabilities</b>                  |      |                  |                  |                    |               |
| Payables (defined benefits superannuation call) | 23   | 3,182            | -                | 3,182              | 100%          |
| Interest-bearing loans and borrowings           | 24   | 3,796            | 4,739            | (943)              | (20%)         |
| Provisions                                      | 25   | 3,706            | 3,148            | 558                | 18%           |
| <b>Total non-current liabilities</b>            |      | <b>10,684</b>    | <b>7,887</b>     | <b>2,797</b>       | <b>35%</b>    |
| <b>Total liabilities</b>                        |      | <b>18,470</b>    | <b>14,682</b>    | <b>3,788</b>       | <b>26%</b>    |
| <b>Net Assets</b>                               |      | <b>247,566</b>   | <b>246,000</b>   | <b>1,566</b>       | <b>1%</b>     |
| <b>Equity</b>                                   |      |                  |                  |                    |               |
| Accumulated surplus                             |      | 90,811           | 98,046           | (7,235)            | (7%)          |
| Asset revaluation reserve                       |      | 145,811          | 143,834          | 1,977              | 1%            |
| Other reserves                                  | 26   | 10,944           | 4,120            | 6,824              | 166%          |
| <b>Total Equity</b>                             |      | <b>247,566</b>   | <b>246,000</b>   | <b>1,566</b>       | <b>1%</b>     |



Notes to the Standard Balance Sheet

| Variance Notes |                                                             |                                                                                                                                                                                                                                                                                                                                                                    |
|----------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Note           | Item                                                        | Explanation                                                                                                                                                                                                                                                                                                                                                        |
| 15             | Cash                                                        | Variation is due to the significant value of grants received in advance. \$3.012 million from the Commonwealth grants commission and approximately \$3.01 million from funding received in advance for projects that have either commenced in 2011-2012 or will commence in 2012-2013.                                                                             |
| 16             | Receivables                                                 | The receivables variation is mainly the \$1 million from Country Roads and Bridges Programme.                                                                                                                                                                                                                                                                      |
| 17             | Inventories                                                 | The higher inventory value arises substantially from the higher level of waste collection bins held in stock.                                                                                                                                                                                                                                                      |
| 18             | Other assets                                                | Prepayments expected for the year did not occur.                                                                                                                                                                                                                                                                                                                   |
| 19             | Current Payables                                            | This includes the cash and assets owed to the Port of Apollo Bay of \$1.53 million which has increased by \$371K over the year whilst budget expectation was for a slight reduction in the Port of Apollo Bay holdings over the same period. In addition the budget expectations were that current payables would be lower than the same period in the prior year. |
| 20             | Interest-bearing loans and borrowings                       | The reduced current value arises from the early payment of one loan during the 2011-2012 year. This early payment was funded from the sale of a Council property.                                                                                                                                                                                                  |
| 21             | Trust                                                       | The trust value varies predominately as a result of project retention funds being repayed on the completion of projects or developments having met planning conditions. During 2011-2012 the value of repayments of retentions increased above the original budget estimates.                                                                                      |
| 22             | Provisions                                                  | The most significant variation has been the value of long service leave obligations and annual leave obligations recognised within the provision. This is reflection of staff remaining with Council for longer periods than has occurred previously.                                                                                                              |
| 23             | Non-current Payables (defined benefits superannuation call) | This includes the recognition of the Defined Benefits Superannuation Call made on Council for the year ending December 2011 to the value of \$3.18 million.                                                                                                                                                                                                        |
| 24             | Interest-bearing loans and borrowings                       | The budget included borrowings for approximately \$760,000 in 2011-2012 which was not required.                                                                                                                                                                                                                                                                    |
| 25             | Provisions                                                  | The most significant variation has been the value of long service leave obligations recognised within the provision. This is reflection of staff remaining with Council for longer periods than has occurred previously.                                                                                                                                           |
| 26             | Other reserves                                              | The value of other reserves has significantly increased as a result of including the cash backing of Council's nominal Long Service Leave obligations and the inclusion of cash backing the projects and grants received in advanced carried forward into the 2012-2013 year.                                                                                      |

**Standard Cash Flow Statement  
For the Year Ended 30 June 2012**

|                                                                   | Note | Actual<br>\$'000 | Budget<br>\$'000 | Variance<br>\$'000 | Variance<br>%  |
|-------------------------------------------------------------------|------|------------------|------------------|--------------------|----------------|
| <b>Cash flows from operating activities</b>                       |      |                  |                  |                    |                |
| General rates and charges                                         |      | 21,660           | 21,370           | 290                | 1%             |
| Operating Grants and contributions                                | 27   | 11,270           | 8,001            | 3,269              | 41%            |
| Interest received                                                 | 28   | 581              | 464              | 117                | 25%            |
| User charges                                                      | 29   | 4,347            | 5,845            | (1,498)            | (26%)          |
| Other revenue                                                     | 30   | 832              | 59               | 773                | 1310%          |
| Net GST refund/payment                                            | 31   | 1,421            | 1,294            | 127                | 10%            |
| Employees costs                                                   |      | (14,536)         | (14,011)         | (525)              | (4%)           |
| Materials and services                                            |      | (12,406)         | (12,996)         | 590                | 5%             |
| Other expenses                                                    | 32   | (1,254)          | (1,079)          | (175)              | (16%)          |
| <b>Net cash provided by (used in) operating activities</b>        |      | <b>11,916</b>    | <b>8,947</b>     | <b>2,969</b>       | <b>33%</b>     |
| <b>Cash flows from investing activities</b>                       |      |                  |                  |                    |                |
| Proceeds from property, plant and equipment                       | 33   | 1,530            | 666              | 864                | 130%           |
| Capital grants and contributions                                  | 34   | 2,778            | 4,747            | (1,969)            | (41%)          |
| Payments for property, plant and equipment                        | 35   | (12,340)         | (13,661)         | 1,321              | 10%            |
| <b>Net cash provided by (used in) investing activities</b>        |      | <b>(8,032)</b>   | <b>(8,248)</b>   | <b>216</b>         | <b>3%</b>      |
| <b>Cash flows from financing activities</b>                       |      |                  |                  |                    |                |
| Finance costs                                                     |      | (315)            | (346)            | 31                 | 9%             |
| Trust funds and deposits                                          | 36   | (34)             | -                | (34)               | (100%)         |
| Proceeds from interest bearing loans and borrowings               | 37   | -                | 760              | (760)              | (100%)         |
| Repayment of interest bearing loans and borrowings                | 38   | (657)            | (438)            | (219)              | (50%)          |
| <b>Net cash provided by (used in) financing activities</b>        |      | <b>(1,006)</b>   | <b>(24)</b>      | <b>(982)</b>       | <b>(4092%)</b> |
| Net increase (decrease) in cash and cash equivalents              | 39   | 2,878            | 675              | 2,203              | 326%           |
| Cash and cash equivalents at the beginning of the financial year  | 40   | 10,775           | 6,812            | 3,963              | 58%            |
| <b>Cash and cash equivalents at the end of the financial year</b> |      | <b>13,653</b>    | <b>7,487</b>     | <b>6,166</b>       | <b>82%</b>     |

Notes to the Standard Cash Flow Statement

| <b>Variance Notes</b> |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Note</u>           | <u>Item</u>                                         | <u>Explanation</u>                                                                                                                                                                                                                                                                                                                                                                                   |
| 27                    | Operating Grants and contributions                  | There were both unexpected project grants and grants paid in advance for the year. These included the Commonwealth Grants Commission (\$3.012 million); Advancing Country Towns Project (\$382K); Neighbourhood Safer Places (\$162K); various environment and community safety projects (\$139K); and the misalignment of home care user fees (\$886K).                                             |
| 28                    | Interest received                                   | Generated additional interest income on investments due to higher levels of cash held across the year in conjunction with implementing the new Council investment policy.                                                                                                                                                                                                                            |
| 29                    | User charges                                        | The significant variations that occurred include the treatment home care services as operating grants instead of user fees and charges (\$886K); lower than expected takings from the Colac Livestock Selling Centre (\$63K); special charge scheme for Sinclair Street South was not charged during the year (\$180K); and tourism revenue from the visitor information centres being down (\$41K). |
| 30                    | Other revenue                                       | The variation arises due to a number of unbudgeted activities such as the reimbursement of Assisted Work Placement activities undertaken by Council; additional contributions from a Football-Netball club towards a recreation reserve project; contributions for distribution of the Barnard Trust; and contributions from other shires towards the Climate Resilient Communities project.         |
| 31                    | Net GST refund/payment                              | The variance between budget and actual is due to the manner in which the net GST position for Council was calculated in developing the budget                                                                                                                                                                                                                                                        |
| 32                    | Other expenses                                      | The most significant variation was as a result of a requirement to repay an unspent grant received in prior years for local roads (\$157K).                                                                                                                                                                                                                                                          |
| 33                    | Proceeds from property, plant and equipment         | The additional proceeds are from the sale of a Council land and building that was not foreshadowed in the original budget.                                                                                                                                                                                                                                                                           |
| 34                    | Capital grants and contributions                    | Capital grants are lower as a result of not commencing the Blue Water Fitness Centre redevelopment during the year. This large project included approximately \$2 million in associated grant funding and will now occur in 2012-2013.                                                                                                                                                               |
| 35                    | Payments for property, plant and equipment          | The actual result as compared to budget is lower as a result of not commencing the Blue Water Fitness Centre redevelopment during the year.                                                                                                                                                                                                                                                          |
| 36                    | Trust funds and deposits                            | Council does not budget for movements in trust funds and deposits. This value represents the value of deposits returned for works completed.                                                                                                                                                                                                                                                         |
| 37                    | Proceeds from interest bearing loans and borrowings | Council did not undertake any new borrowings in 2011-2012. Council had foreshadowed that borrowings would be required to fund the purchase of land and buildings in the civic precinct. The purchase was instead funded by the sale of another of Council's property holdings.                                                                                                                       |

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**Variance Notes**

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|    |                                                                  |                                                                                                                                                                                                                                                       |
|----|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 38 | Repayment of interest bearing loans and borrowings               | Council utilised surplus funds from the sale of Council property to retire borrowings earlier than expected.                                                                                                                                          |
| 39 | Net increase (decrease) in cash and cash equivalents             | The increase in cash when compared to budget arises from the additional grants received in advance, or more specifically, the early payment of the 2012-2013 Commonwealth Grants Commission payment.                                                  |
| 40 | Cash and cash equivalents at the beginning of the financial year | The opening balance for 2011-2012 was at a higher level than was originally budgeted for. This reflected the early payment of the Commonwealth Grants Commission funding and the level of projects carried forward from the 2010-2011 financial year. |

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Standard Statement of Capital Works  
As at 30 June 2012

|                            | Note | Actual<br>\$  | Budget<br>\$  | Variance<br>\$ | Variance<br>% |
|----------------------------|------|---------------|---------------|----------------|---------------|
| <b>Capital Works Area</b>  |      |               |               |                |               |
| Bridges and culverts       | 41   | 365           | 500           | (135)          | (27%)         |
| Buildings                  | 42   | 2,301         | 2,836         | (535)          | (19%)         |
| Outdoor furniture          | 43   | 99            | 90            | 9              | 10%           |
| Drainage                   | 44   | 231           | 665           | (434)          | (65%)         |
| Footpaths                  | 45   | 480           | 300           | 180            | 60%           |
| Intangibles                | 46   | 215           | -             | 215            | 100%          |
| Kerb and channelling       | 47   | 33            | 75            | (42)           | (55%)         |
| Land                       | 48   | 371           | 845           | (474)          | (56%)         |
| Other structures           | 49   | 468           | 160           | 308            | 193%          |
| Off-street car parking     | 50   | -             | 50            | (50)           | (100%)        |
| Plant, equipment & other   |      | 2,246         | 2,257         | (11)           | (0%)          |
| Roads & traffic network    |      | 4,567         | 4,794         | (227)          | (5%)          |
| <b>Total capital works</b> |      | <b>11,375</b> | <b>12,572</b> | <b>(1,197)</b> | <b>(10%)</b>  |
| <b>Represented by:</b>     |      |               |               |                |               |
| Renewal                    | 51   | 7,228         | 8,914         | (1,686)        | (19%)         |
| Upgrade                    | 52   | 2,392         | 2,803         | (411)          | (15%)         |
| New                        | 53   | 1,754         | 855           | 899            | 105%          |
| <b>Total capital works</b> |      | <b>11,375</b> | <b>12,572</b> | <b>(1,197)</b> | <b>(10%)</b>  |

Notes to the Standard Statement of Capital Works

| <b>Variance Notes</b> |                        |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Note</u>           | <u>Item</u>            | <u>Explanation</u>                                                                                                                                                                                                                                                                                                                                                                                                         |
| 41                    | Bridges and culverts   | The expanded bridge programme through Country Roads and Bridges was unable to be completed during the year. The programme has been carried forward to the 2012-2013 period.                                                                                                                                                                                                                                                |
| 42                    | Buildings              | The variation arises from a number of additional items such as the refurbishment of the old library building (\$715K); acquisition of Home Hardware site budgeted as land purchase (\$429K); completion of Youth Club works carried forward from the 2010-2011 period (\$461K); and this was offset by the decision not to proceed with the Blue Water Fitness Centre redevelopment in the 2011-2012 period (\$2 million). |
| 43                    | Outdoor furniture      | The minor variation arises from additional cost of completing the playground renewal programme.                                                                                                                                                                                                                                                                                                                            |
| 44                    | Drainage               | Urban drainage works were completed. However, roadside drainage works were not undertaken during the period.                                                                                                                                                                                                                                                                                                               |
| 45                    | Footpaths              | The variation is due to footpaths works around Lake Colac and the Colac Botanic Gardens being completed during the period. These works were funded from prior year activities.                                                                                                                                                                                                                                             |
| 46                    | Intangibles            | The expenditure relates to the purchase and installation of corporate software. At the time of budget adoption this project was not deemed a capital acquisition.                                                                                                                                                                                                                                                          |
| 47                    | Kerb and channelling   | The kerb and channel replacement programme for 2011-2012 was incomplete at year end and the remaining works have been carried forward to the 2012-2013 period.                                                                                                                                                                                                                                                             |
| 48                    | Land                   | The budget was a full acquisition price for land and building. The actual expenditure is for land only.                                                                                                                                                                                                                                                                                                                    |
| 49                    | Other structures       | The variation arises from Council funding being leveraged to source additional funds for various projects. These additional project activities include refurbishment of Western Reserve; various small town improvement programme initiatives; and various minor recreation reserve works.                                                                                                                                 |
| 50                    | Off-street car parking | The Pascoe Street car park project has been delayed and will now commence in 2012-2013.                                                                                                                                                                                                                                                                                                                                    |
| 51                    | Renewal                | Bridge projects carried forward to the 2012-2013 period (\$135K); No Timber Roads projects were undertaken (\$518K); refurbishment of Civic Office carried forward to the 2012-2013 period (\$234K); and various minor sealed roads works carried forward to the 2012-2013 period (\$200K).                                                                                                                                |
| 52                    | Upgrade                | The variation arises from a number of additional items such as the refurbishment of the old library building (\$715K); acquisition of Home Hardware site budgeted as land purchase (\$429K); completion of Youth Club works carried forward from the 2010-2011 period (\$461K); and this was offset by the decision not to proceed with the Blue Water Fitness Centre redevelopment in the 2011-2012 period (\$2 million). |

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Variance Notes

53      New

There were a number of carried forward projects completed within the period which are above those adopted for the 2011-2012 period. These projects include small town improvement projects (\$47K); Lake Colac Cricket Oval fence (\$35K); completion of works at the Apollo Bay Waste Transfer Station (\$130K); and other furniture and equipment purchases for refurbished facilities (\$237K).

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## INCOME AND EXPENSE FOR EACH SERVICE

The information below provides the income generated and the expense incurred by each service or section of Council. The data has been grouped per department of Council.

| Service/Section                                   | Expense           | Income              | Total               |
|---------------------------------------------------|-------------------|---------------------|---------------------|
| <b>Chief Executive Office</b>                     | <b>987,904</b>    | <b>(1,591)</b>      | <b>986,313</b>      |
| Elected Members Section                           | 345,616           | (361)               | 345,255             |
| Executive Office Section                          | 508,061           | (1,230)             | 506,831             |
| Public Relations & Marketing Section              | 134,227           |                     | 134,227             |
| <b>Corporate &amp; Community Services</b>         | <b>14,024,833</b> | <b>(31,776,471)</b> | <b>(17,751,638)</b> |
| Accounting Adjustments Section                    | (2,025,341)       | 1,300,000           | (725,341)           |
| Aged & Disability Services Section                | 2,078,108         | (1,864,872)         | 213,236             |
| Bluewater Fitness Centre Section                  | 1,182,830         | (713,934)           | 468,896             |
| Children & Family Services Section                | 749,513           | (504,829)           | 244,684             |
| COPACC Section                                    | 933,833           | (540,825)           | 393,008             |
| Corporate & Community Services Management Section | 407,590           | (285,453)           | 122,137             |
| Customer Service Section                          | 375,509           | (1,508)             | 374,001             |
| Financial Services Section                        | 4,935,759         | (9,196,444)         | (4,260,685)         |
| Health & Community Service Management Section     | 319,259           | (112,914)           | 206,345             |
| Human Resources Section                           | 402,079           | (5,993)             | 396,086             |
| Information Communications & Technology Section   | 15,517            | -                   | 15,517              |
| Information Management Section                    | 282,065           | -                   | 282,065             |
| Information Services Unit Section                 | 1,061,613         | (3,982)             | 1,057,631           |
| Library Section                                   | 716,366           | (18,082)            | 698,284             |
| Organisational Development Section                | 223,984           | -                   | 223,984             |
| Other Leisure & Fitness Centres Section           | 39,422            | (10,359)            | 29,063              |
| Property & Rates Section                          | 489,328           | (19,396,446)        | (18,907,118)        |
| Public Health Section                             | 314,929           | (145,899)           | 169,030             |
| Recreation & Events Section                       | 643,443           | (80,174)            | 563,270             |
| Recreation, Arts & Culture Management Section     | 308,324           | (3,000)             | 305,324             |
| Risk Management Section                           | 461,068           | (46,241)            | 414,827             |
| Rural Access Section                              | 63,918            | (68,134)            | (4,216)             |
| Transport Connections                             | 45,595            | (76,482)            | (30,887)            |
| Vic Roads Section                                 | 121               | (900)               | (779)               |
| <b>Infrastructure &amp; Services</b>              | <b>9,704,199</b>  | <b>(3,958,976)</b>  | <b>5,745,223</b>    |
| Aerodrome Section                                 | 17,109            | (54)                | 17,054              |
| Capital Works Management Section                  | 775,361           | (73,285)            | 702,076             |
| Contract Management Section                       | 274,014           | (11,227)            | 262,787             |
| COSWORKS Management Section                       | 953,586           | (210,062)           | 743,524             |
| Council Facilities Section                        | 427,752           | -                   | 427,752             |
| Drainage Maintenance Section                      | 398,927           | -                   | 398,927             |



| Service/Section                                        | Expense           | Income              | Total              |
|--------------------------------------------------------|-------------------|---------------------|--------------------|
| Footpath K&C Program Section                           | 2,266             | -                   | 2,266              |
| Heavy Plant                                            | (909,319)         | (53,925)            | (963,244)          |
| Infrastructure Services Management Section             | 507,592           | -                   | 507,592            |
| Light Plant                                            | (342,726)         | -                   | (342,726)          |
| Parks & Reserves Maintenance Section                   | 1,089,241         | (129,296)           | 959,945            |
| Parks & Reserves Program Section                       | 45,550            | -                   | 45,550             |
| Private Works Section                                  | 21,268            | (30,097)            | (8,829)            |
| Road Maintenance Section                               | 2,000,959         | -                   | 2,000,959          |
| Sustainable Assets Management Section                  | 519,689           | -                   | 519,689            |
| Waste Management Section                               | 3,470,215         | (2,821,484)         | 648,731            |
| Live Stock Selling Centre Operation Section            | 452,716           | (629,546)           | (176,831)          |
| <b>Apollo Bay Harbour</b>                              | <b>1,021,923</b>  | <b>(1,171,164)</b>  | <b>(149,241)</b>   |
| Operations Apollo Bay Harbour                          | 962,895           | (903,933)           | 58,962             |
| Apollo Bay Harbour Capital Works                       | 89,402            | (267,231)           | (177,829)          |
| Apollo Bay Harbour Plant Operations                    | (30,374)          | -                   | (30,374)           |
| <b>Sustainable Planning &amp; Development Services</b> | <b>5,185,291</b>  | <b>(2,091,903)</b>  | <b>3,093,388</b>   |
| Building Control Section                               | 248,815           | (134,924)           | 113,891            |
| Business Section                                       | 651,207           | (93,241)            | 557,966            |
| Emergency Management Section                           | 421,692           | (294,163)           | 127,529            |
| Environment Section                                    | 562,264           | (262,625)           | 299,639            |
| Local Laws Section                                     | 652,481           | (296,880)           | 355,601            |
| Statutory Planning Section                             | 931,769           | (194,819)           | 736,950            |
| Strategic Planning Section                             | 320,275           | (36,500)            | 283,775            |
| Sustainable Planning & Development Management Section  | 363,255           | (382,000)           | (18,745)           |
| Tourism Section                                        | 1,033,533         | (396,753)           | 636,781            |
| <b>Capital Works Program</b>                           | <b>11,486,848</b> | <b>(4,635,723)</b>  | <b>6,851,125</b>   |
| Bridges                                                | 413,993           | -                   | 413,993            |
| Buildings                                              | 1,596,338         | -                   | 1,596,338          |
| Capital Works Income                                   | -                 | (4,635,723)         | (4,635,723)        |
| Drainage                                               | 668,351           | -                   | 668,351            |
| Fixed Plant, Furniture & Equipment                     | 903,596           | -                   | 903,596            |
| Footpath and Cycleway                                  | 421,067           | -                   | 421,067            |
| Kerb and Channel                                       | 34,367            | -                   | 34,367             |
| Land Acquisition                                       | 828,668           | -                   | 828,668            |
| Land Improvements                                      | 147,859           | -                   | 147,859            |
| Off Street Car park                                    | 292               | -                   | 292                |
| Other Structures                                       | 448,117           | -                   | 448,117            |
| Plant & Minor Equipment                                | 1,743,721         | -                   | 1,743,721          |
| Roads                                                  | 4,280,479         | -                   | 4,280,479          |
| <b>Total</b>                                           | <b>42,410,998</b> | <b>(43,635,829)</b> | <b>(1,224,831)</b> |

## DETAILS OF COUNCIL'S CARRIED FORWARD (CARRY-OVER) PROJECTS

The attached pages provide Council with a comprehensive list of those projects and activities that were incomplete at the end of the 2011-2012 financial year and where a commitment exists for the expenditure and/or income to be incurred/raised. This list highlights the need to ensure that Council brings forward (carries) adequate cash balances at the end of the year to fund these activities and projects.

In summary, the value of carried forward items from 2011-2012 is:

|              | Expenditure       | Income            | Net Result       |
|--------------|-------------------|-------------------|------------------|
| <b>Total</b> | <b>12,892,655</b> | <b>-9,628,561</b> | <b>3,264,094</b> |

| Project/Activity                                                                       | Carry-over Expense | Carry-over Income | Net Result       |
|----------------------------------------------------------------------------------------|--------------------|-------------------|------------------|
| <b>Major Projects</b>                                                                  | <b>1,789,713</b>   | <b>-758,300</b>   | <b>1,031,413</b> |
| Apollo Bay Harbour Master Plan Planning Scheme Amendment                               | 255,000            | -9,500            | 245,500          |
| Apollo Bay Library project                                                             | 487,500            | -177,800          | 309,700          |
| Birregurra Neighbourhood Character Study                                               | 14,744             | 0                 | 14,743           |
| Birregurra Structure Plan Implementation                                               | 34,071             | 0                 | 34,071           |
| Building condition audit and updated 10 year works program                             | 10,734             | 0                 | 10,734           |
| Business Continuity                                                                    | 20,200             | 0                 | 20,200           |
| Climate Resilient Communities of the Barwon South West                                 | 746,000            | -537,500          | 208,500          |
| Colac High School Master Plan                                                          | 59,691             | -18,000           | 41,691           |
| Colac Marketing Strategy                                                               | 14,466             | 0                 | 14,466           |
| Heavy Vehicle Truck Study                                                              | 58,817             | 0                 | 58,817           |
| Main Drainage Review - Apollo Bay                                                      | 8,557              | 0                 | 8,557            |
| Resilience and Capacity Towards Adversity - Community Engagement DPCD                  | 4,221              | -3,000            | 1,221            |
| Review Kindergarten Action Plans - Year 2                                              | 10,000             | -10,000           | 0                |
| Rural Living Strategy Implementation                                                   | 26,405             | 0                 | 26,405           |
| Strategic Road Network Costing and Review                                              | 35,000             | 0                 | 35,000           |
| Volunteering Portal Project                                                            | 4,307              | -2,500            | 1,807            |
| <b>Additional Projects</b>                                                             | <b>9,985,933</b>   | <b>-8,319,825</b> | <b>1,666,108</b> |
| Active Transport Strategy                                                              | 50,000             | -30,000           | 20,000           |
| Advancing Country Towns Project                                                        | 727,273            | -428,000          | 299,273          |
| Apollo Bay Recreation Reserve Change Room Upgrade - Country Football Netball Programme | 4,000              | -4,000            | 0                |
| Authority Implementation - Contracts Module loading                                    | 2,500              | 0                 | 2,500            |
| Authority Implementation - Purchasing Requisitions Module loading                      | 3,130              | 0                 | 3,130            |
| BCLGRP - Rabbit Control Programme                                                      | 7,668              | -7,500            | 168              |
| Bluewater Fitness Centre Redevelopment                                                 | 8,398,811          | -7,510,000        | 888,811          |

| Project/Activity                                                                                                                           | Carry-over<br>Expense | Carry-over<br>Income | Net Result       |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|------------------|
| Bush tender at Barongarook Covenant property                                                                                               | 1,035                 | 0                    | 1,035            |
| Bushfire Local Planning Policy                                                                                                             | 119,960               | 0                    | 119,960          |
| Carbon Neutral Plan Project                                                                                                                | 45,000                | -25,000              | 20,000           |
| Municipal Fire and Emergency Management Resourcing Programme                                                                               | 9,134                 | 0                    | 9,134            |
| Otway Districts Netball Court Redevelopment                                                                                                | 160,000               | -145,000             | 15,000           |
| Planned Activity Group (PAG)                                                                                                               | 16,505                | -16,505              | 0                |
| Risk Register & OH&S Gap Analysis                                                                                                          | 25,520                | 0                    | 25,520           |
| STIP Programme - Wye River Pathway                                                                                                         | 50,000                | -30,000              | 20,000           |
| Taskforce 23 - Stage One investigation and development of recommendation report for potential Neighbourhood Safer Places at Barwon Downs   | 23,772                | 0                    | 23,772           |
| Taskforce 23 - Stage One investigation and development of recommendation report for potential Neighbourhood Safer Places at Carlisle River | 36,736                | 0                    | 36,736           |
| Taskforce 23 - Stage One investigation and development of recommendation report for potential Neighbourhood Safer Places at Forrest        | 56,475                | 0                    | 56,475           |
| Tennis Court Reconstruction - Beeac                                                                                                        | 140,000               | -84,729              | 55,271           |
| Warncoort Tennis Club Shed construction                                                                                                    | 19,091                | -19,091              | 0                |
| Improving Liveability for Older People (ILOP)                                                                                              | 89,323                | -20,000              | 69,323           |
| <b>Capital</b>                                                                                                                             | <b>1,117,009</b>      | <b>-550,436</b>      | <b>566,573</b>   |
| Beeac Street Lighting                                                                                                                      |                       | -3,236               | -3,236           |
| Birregurra Toilet Upgrade                                                                                                                  | 90,086                | 0                    | 90,086           |
| Cressy Upgrade                                                                                                                             | 14,573                | -20,000              | -5,427           |
| Hordern Vale Hall Upgrade                                                                                                                  | 1,583                 | -30,000              | -28,417          |
| Lake Colac Redevelopment Stage 2                                                                                                           | 28,028                | -5,000               | 23,028           |
| Old Beechy Rail Trail                                                                                                                      | 399,915               | -250,000             | 149,915          |
| Sealed Roads - Upgrade - Sinclair Street South Construction (special charge scheme)                                                        |                       | -182,200             | -182,200         |
| Tennis Court Resurface Programme - Barwon Downs Tennis Court Reseal                                                                        | 16,055                | -30,000              | -13,945          |
| Tennis Court Resurface Programme - Forrest Tennis Court Reseal                                                                             | 13,682                | -30,000              | -16,318          |
| Pascoe Street car park                                                                                                                     | 82,620                | 0                    | 82,620           |
| Bridge Renewal Programme - Country Roads & Bridges                                                                                         | 470,467               | 0                    | 470,467          |
| <b>Grand Total</b>                                                                                                                         | <b>12,892,655</b>     | <b>-9,628,561</b>    | <b>3,264,094</b> |

## DETAILS ON THE CASH POSITION OF COUNCIL AT 30 JUNE 2012

The end of year analysis highlights how finely balanced Council's position is at the end of the 2011-2012 period.

This is especially so when considering that Council will be required to fund its defined benefits superannuation call contribution at the beginning of the next financial year for \$3.18 million.

Also of concern is the increasing value of the carry over (carried forward) items, at a net cost to Council of \$3,264,094, which represents an increase of \$196,431 on the 2010-2011 result. It is my view that this highlights the fact that Council is attempting to undertake projects for which it does not have the physical capacity to deliver.

| Item                           | 2010-2011<br>\$'000 | 2011-2012<br>\$'000 |
|--------------------------------|---------------------|---------------------|
| Cash at Bank                   | 10,775              | 13,613              |
| Plus Receivables               | 2,730               | 3,466               |
| Long service leave             | (1,919)             | (2,243)             |
| Trust deposits                 | (287)               | (253)               |
| Reserve funds                  | (7,878)             | (8,701)             |
| Grants Received in advance     | (1,457)             | (4,012)             |
| Port of Apollo Bay Holdings    | 1,151               | 1,522               |
| Payables                       | (1,821)             | (3,578)             |
| <b>Total surplus (deficit)</b> | <b>143</b>          | <b>(186)</b>        |

The above reconciliation between the cash requirement and the cash available indicates that Council does not have sufficient cash available to fund its obligations at year end.

This shortfall means that there is \$186K less available in the 2012-2013 financial year to fund the activities earmarked for 2012-2013. Council will have to seek savings from activities or alternatively seek additional income sources should it seek to deliver the 2012-2013 budget in full.

The biggest single critical area to note is the level of grants received in advance (\$4,012 million), which are required to fund the 2012-2013 budget operations and not that of the 2011-2012 year. This is due to the Commonwealth providing partial funding in advance over the last four (4) years and the early recognition of the 2012-2013 Country Roads and Bridges Programme. Indications are that the early payment of the grants commission will cease is the near term which will result in considerable consumption of Council's cash reserves.

## RESERVE BALANCES

Cash reserve balances over the 2011-2012 financial year have increased by \$1,148 million. This is a reflection of an increase in long service leave obligations; an increase in the waste collection charges allocated to the kerbside bin replacement; an increase in the level of funds held for the Apollo Bay Harbour; and marginal changes in several other reserves (see table below).

The cash reserve balances are displayed in the table below.

| Reserve Type  | Reserve Number | Reserve                         | Actual 2010-2011  | Transfer to       | Transfer from    | Actual 2011-2012   |
|---------------|----------------|---------------------------------|-------------------|-------------------|------------------|--------------------|
| Statutory     | 9555           | Car Parking                     | -137,740          | 0.                | 10,000           | -127,740           |
| Statutory     | 9556           | Open Space                      | -564,286          | -22,205           | 0                | -586,491           |
| Statutory     | 9567           | Long Service Leave              | -1,918,926        | -324,285          | 0                | -2,243,211         |
| Restricted    | 9550           | Landfill Rehabilitation (Alvie) | -467,000          | -57,000           | 0                | -524,000           |
| Restricted    | 9551           | Plant Renewal                   | -1,261,745        | -3,590,813        | 3,543,770        | -1,308,789         |
| Restricted    | 9558           | Port of Apollo Bay              | -1,151,290        | -370,539          | 0                | -1,521,829         |
| Restricted    | 9559           | Rehabilitation                  | -160,000          | 0                 | 0                | -160,000           |
| Restricted    | 9564           | Tirrengower Drainage Scheme     | -35,718           | -22,416           | 28,658           | -29,476            |
| Restricted    | 9566           | Carried Forward Projects        | -3,067,663        | -196,431          | 0                | -3,264,094         |
| Identified    | 9561           | Unfunded Superannuation         | -100,000          | 0                 | 0                | -100,000           |
| Identified    | 9554           | Waste Management                | 91                | -91               | 0                | 0                  |
| Identified    | 9562           | Kerbside Bin Replacement        | -205,000          | -401,259          | 0                | -606,259           |
| Identified    | 9553           | Colac Livestock Selling Centre  | -343,959          | -128,399          | 0                | -472,358           |
| Identified    | 9557           | Lakeside Estate                 | 831               | -831              | 0                | 0                  |
| Discretionary | 9563           | Resource Development            | -384,072          | 0                 | 384,072          | 0                  |
|               |                |                                 | <b>-9,796,478</b> | <b>-5,114,268</b> | <b>3,966,499</b> | <b>-10,944,246</b> |

### *Reserve Descriptions*

#### **Port of Apollo Bay**

These funds are bound by an agreement with the Department of Transport concerning the operations of the Port of Apollo Bay and are the value of all cash assets owed.

#### **Waste management**

This reserve was set up as a source of funding waste collection and management projects and is entirely funded by any surplus funds from the waste collection programme in any given year.

#### **Waste management**

This reserve was set up as a source of funding the replacement of kerbside bins. All funds in this reserve are collected from the waste collection service charge and are to be used only in connection with the waste collection service.

#### **Lakeside estate**

These funds were placed into reserve when the Bruce Street site was sold and was intended for future capital acquisition.

***Plant replacement***

This reserve is to fund the replacement of council's plant at the end of their useful lives. Inflows to the reserve accrue out of any plant operating surplus with the funds then being used for the changeover of plant.

***Recreational lands***

Statutory reserve to be used for the development of recreational reserves and public open space.

***Landfill rehabilitation (Alvie)***

This reserve relates to the funds required to restore the Alvie Tip, when it requires rehabilitation and will continue to grow until the Tip closes, at which time the funds will be utilised to meet this obligation.

***Resource development reserve***

The purpose of this reserve is to fund future capital acquisitions or works and projects.

***Car parking***

Statutory reserve to be used for the development of car parking.

***Colac livestock selling centre***

This reserve is for the purpose of funding works at the Colac Livestock Selling Centre and all funds are derived from any 'profit' made from the operations of the Colac Livestock Selling Centre.

***Unfunded superannuation reserve***

The purpose of this reserve is to fund the expected call by Vision Super for Council to contribute funds for Defined Benefits Superannuation.

***Rehabilitation reserve***

This reserve is to fund the rehabilitation the various waste disposal sites across the Colac Otway Shire.

***Tirrengower drainage scheme reserve***

These funds are collected via a special rate and must be expended against the purpose of the drainage scheme at Tirrengower

***Carried forward projects***

This reserve is to recognise the funds allocated and received in prior financial periods that are committed to unfinished projects. This includes grants received in advance for specific projects and funds allocated from prior financial years for projects that are still incomplete at the end of the current financial year.

***Long service leave reserve***

The purpose of this reserve is to ensure that the nominal long service leave balances owing to employees are fully funded and maintained.

## OTHER ISSUES

The other issues area of the report has been developed to provide management and Council with comments on other issues that will be further discussed by Council over the coming year, or in some cases years, that have arisen as part of finalising the 2011-2012 financial year.

### *Landfill Rehabilitation Provision*

Council has a considerable obligation to rehabilitate existing closed landfill sites and the one remaining active landfill site. This obligation will be at considerable cost to Council and the community over the next decade.

In current value terms Council has approximately \$3.7 million in rehabilitation works to undertake over the next decade with \$0.613 million scheduled over the next three (3) years. Council currently has at its disposal \$0.684 million available in funding to cater for this need although \$0.524 is restricted for use only on the Alvie Landfill site, scheduled for works in 2021. This highlights the serious position Council finds itself in terms of being able to fund the rehabilitation works whilst maintaining existing services to our community.

Council will need to consider how it intends to fund the rehabilitation works prior to developing the next Council budget for 2013-2014.

The anticipated schedule of rehabilitation works to be undertaken is displayed in the table below.

| Financial Year | Landfill Name | Projected Expenditure (\$) |
|----------------|---------------|----------------------------|
| 2012/13        | Gellibrand    | \$427,000                  |
| 2013/14        | Forrest       | \$164,135                  |
| 2013/14        | Birregurra    | \$21,759                   |
| 2014/15        | Forrest       | \$164,135                  |
| 2015/16        | Birregurra    | \$243,139                  |
| 2015/16        | Barwon Downs  | \$25,000                   |
| 2016/17        | Birregurra    | \$243,139                  |
| 2017/18        | Barwon Downs  | \$244,634                  |
| 2018/19        | Barwon Downs  | \$244,634                  |
| 2019/20        | Barwon Downs  | \$244,634                  |
| 2020/21        | Barwon Downs  | \$244,634                  |
| 2021/22        | Barwon Downs  | \$244,634                  |
| 2021/22        | Alvie         | \$30,000                   |
| 2022/23        | Alvie         | \$575,626                  |
| 2023/24        | Alvie         | \$575,626                  |
| <b>Total</b>   |               | <b>\$3,692,729</b>         |

Note that the further into the future the works the greater the actual value of the works will be. In other words, we need to consider growth in costs over time when developing a funding regime for the works.

## **SUMMARY**

Council's overall position, although appearing strong in the financial statements, remains susceptible to shocks and is unable to take advantage of opportunities as they arise. Council has continued to improve in the indicators of sustainability. Council can be sustainable in the longer term provided it:

- Is willing to undertake the necessary changes to make our business more efficient;
- Keeps an eye toward other and opportunistic revenue generation, such as grants funding, structured borrowing strategies, charge schemes and other entrepreneurial activities.

Given the level of expected future demands on Council and the level of current reserves, Council can ill afford to commit to any additional works or projects, regardless of the opportunity it may offer. Council needs to vigilantly adhere to the principles of planning before committing to funding any new or expanded activities.





### Assembly of Councillors Record

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#### Assembly Details:

Date: 14.6.12

Time: 10.00 am/pm

Assembly Location: Colac Aero Club Rooms  
(some e.g.'s. COPACC, Colac Otway Shire Offices, 2 - 8 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

#### In Attendance:

Councillors: .....

Officer/s: Neil Allen, Royoni Jha

Matter/s Discussed: Colac Aerodrome Committee of Management Meeting

(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: .....

Officer/s: .....

Left meeting at: .....

Completed by: L. Brooker

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**Colac Aerodrome Committee of Management Meeting**Meeting held at Colac Aero Club rooms at 10<sup>AM</sup>pm June 2012**Attendees**

Brenan Reidy Norm Tann Ross Higgins John Callahan Brian Smith  
Michael Murray Ranjani Jha Neil Allan

**Apologies**

Cr Geoff Higgins David Fenn

**Minutes Previous Meeting**

Norm Tann read the Minutes of meeting 10 April 2012

Moved Norm Tann

Seconded John Callahan Carried

**Treasurers Report**

A separate document as agreed to be tabled with all operating costs also runway up grade expenses as of 30 June 2012

Moved Norm Tann

Seconded John Callahan Carried

**Business Arising**

Phone Disconnected at the Aero Club flight hut 000 still operational

Ross to complete signage and safe fitted to collect landing fees

John has work in progress with radio monitoring system

Brian reported hanger and landing fees are a very complex issue but in general Colac is probably on the high end of Victoria airfield fees

Moved Norm Tann

Seconded Ross Higgins Carried

**General Business**

Neil Allen addressed the meeting regarding the enthusiasm of new committee members but reminded us we must go through proper protocol also said the minster visit had officially been cancelled Neil also stated it is imperative the committee work towards a business plan

As per meeting agenda a discussion on forming a four member Sub committee took place with view of taking care of day to day operational tasks also with the ability to meet at short notice to make decisions that need immediate attention and report back to the full committee

Norm Tann nominated the four following members

Ross Higgins Brendan Reidy John Callahan Norm Tann

Seconded Ross Higgins Carried

Conflict of interest guide was handed to members from council must be abided by

Brian Smith moved Hanger rental increase in line with council 4.1% rate increase

Seconded Ross Higgins

Carried

**Next Meeting to be advised by Com**

mailed to Rhonda ~~10/1/12~~ 21/8/12



COPY

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#### Assembly Details:

Date: 9 / 8 / 12  
Time: 5.30 am/pm

Assembly Location: Colac Botanic Cafe  
(some e.g.'s. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

#### In Attendance:

Councillors: / / /

Officer/s: Laurence Towers / /

Matter/s Discussed: Friends of Colac Botanic Gardens

(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)

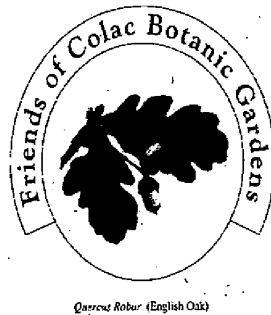
Councillors: / / /

Officer/s: / / /

Left meeting at: 6.30 pm

Completed by: L. Brooker

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## MINUTES

5:30pm Thurs 9<sup>th</sup> August, 2012 – at Colac Botanic Cafe

### PRESENT:

Anne Mercer (AM) in Chair, Roslyn Scanlan (RS) secretary, Chris Bell (CB) treasurer, Mary Eaton (ME), Helen Paatsch (HP), Pauline Maunsell (PM), Jen Todorovic (JT), Laurence Towers (LT)

**APOLOGIES:** Jan McMahan, France Doak, Anthea Merriwether

### MINUTES OF PREVIOUS MEETING:

*Confirmed 1. HP 2. CB*

#### BUSINESS ARISING:

- Glastonbury will meet with the council & CB at the end of August or early September.
- Guilfoyle memorial tree - A tree needs to be replaced in the carriageway. HL suggested a *Quercus robur* to maintain the integrity of the carriageway avenue. It will be marked as a memorial tree for Guilfoyle. RS to advise Friends of Hamilton BG.
- Wattle Day celebration - Laurence has drawn up a chart of the flowering times of the acacias in the CBG. 30 of these will be flowering in the next 2 months. To include Wattle Day in the 150<sup>th</sup> anniversary celebration. It was suggested that this list would be of interest to visitors to the gardens and could be made available in the cafe.

### CORRESPONDENCE: RS

*Out:* Response to Leanne Brooker re draft report to Council re Gardens Masterplan  
Change of address registered with Geelong (Jubaea) and Bendigo Friends groups

*In:* Open Gardens publicity  
Draft of Report to Council on Gardens Masterplan, seeking comment  
Friends of the Elms membership receipt  
Genus (Feb 2012 & August 2012 editions) Garden Plant Conservation Association of Australia

*Correspondence received HP, seconded ME*

#### BUSINESS ARISING:

The Botanic Gardens Masterplan will be presented to the Council meeting on Wednesday August 22<sup>nd</sup> at 3pm at COPACC. Some committee members will attend.

### TREASURER'S REPORT: CB

Report tabled.

*Report received 1. CB 2. PM Carried.*

### GARDENER'S REPORT: LT

Monthly report tabled.

LT attended the BGANZ meeting at Williamstown BG. The topic was restoring heritage landscapes.

**POTTING REPORT:** Little has been done this month due to rain.

**GENERAL BUSINESS**

- An account will be set up at the Botanic Cafe for the Potting Group to have a drink and cake/biscuit each day they meet. 1. CB 2. RS Carried
- 150<sup>th</sup> Anniversary sub-committee will meet Thursday 16<sup>th</sup> August, 9am.
- Friends groups from other gardens (Camperdown, Hamilton, Warrnambool, Daylesford ...) will be invited for a walk, lunch, sharing of ideas and information. RS to invite.
- The Botanic Cafe manager has asked AM & RS to provide a gardens tour for her staff in the early morning, when the weather is better. PM will also attend if able.
- History of CBG – HP advises she is currently researching primary documents held at the Public Records Office and will be speaking to Denise Green re the formation of the Friends of CBG.
- It was noted that the Colac Botanic Gardens is not mentioned on the COS website. RS to write to the Manager of Infrastructure requesting that some information and photos be of the gardens and information about the Friends of CBG be included on the site. 1. HP 2. PM
- CB is in the process of registering a domain name for CBG.

**RAFFLE:** won by HP

**Meeting Closed:** 6:30pm

**NEXT MEETING:**

Thursday 13<sup>th</sup> September, 7:30pm, Colac Botanic Cafe.



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#### Assembly Details:

Date: 19, 8, 12  
Time: 10-00 am/pm

Assembly Location: Wye River Surf Club  
(some e.g's. COPACC, Colac Otway Shire Offices, 2- 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

#### In Attendance:

Councillors: Cr Stephen Hart  
Cr Frank Buchanan

Officer/s: Rob Small, Adon Lehmann, Rojoni Jha, Janet Forbes

Matter/s Discussed: Wye River & Sep Creek Waste Consultative Group

(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: ~~.....~~

Officer/s: ~~.....~~

Left meeting at: 12 noon

Completed by: L. Brooker

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## Council Meeting Running Order

### Wednesday, 22 August 2012

Present: Cr Stephen Hart (Mayor), Cr Lyn Russell, Cr Frank Buchanan, Cr Brian Crook, Cr Stuart Hart, Cr Geoff Higgins (from 1.10pm), Cr Chris Smith (from 3.00pm)

Staff: Rob Small, Jack Green, Ranjani Jha, Colin Hayman, Rhonda Deigan

Part: Doug McNeill, Ian Williams, Travis Riches, Janet Forbes, Barwon Water

| <u>Venue – COPACC Meeting Rooms, Colac</u> |                                                                                                                                          |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>10.00 am</b>                            | <b>Inspection of Council Chambers – Colac Specialist School Students – Ken Morgan</b>                                                    |
| <b>10.40 am</b>                            | <b>Barwon Water –Water Storage Facility Apollo Bay, Planning Application –Barwon Water, Doug McNeill, Ian Williams and Travis Riches</b> |
| <b>12.00 pm</b>                            | <b>Lunch</b>                                                                                                                             |
| <b>12.20 am</b>                            | <b>Wye River Waste Collection – Ranjani Jha &amp; Janet Forbes</b>                                                                       |
| <b>12.50 pm</b>                            | <b>Councillor Briefing Session</b>                                                                                                       |
| <b>3.00 pm</b>                             | <b>Council Meeting</b>                                                                                                                   |
| <b>5.00 pm</b>                             | <b>In Committee Meeting</b>                                                                                                              |





### 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. {See over for Explanation/Guide Notes}

#### Assembly Details:

Date: 26, 8, 12  
Time: 10.00 am/pm

Assembly Location: Wye River Surf Club  
(some e.g.'s. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

#### In Attendance:

Councillors: Cr. Stephen Hart Cr. Frank Buchanan  
Cr. Stuart Hart

Officer/s: Rob Small, Neil Allen, Rajani Jha,  
Adm. Lehman

Matter/s Discussed: Wye River & Sep Creek Waste & Recycling  
Service Review

(some e.g.'s. Discussions 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: ~~.....~~

Officer/s: ~~.....~~

Left meeting at: 11.20am

Completed by: L. Brooker

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| ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RESPONSIBLE OFFICER | ACTION DUE DATE |
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| <ul style="list-style-type: none"> <li>o Acknowledges risks associated with collection and reversing</li> <li>• <b>Mark Stokes</b> <ul style="list-style-type: none"> <li>o GHD Risk Assessment valid but disagree with assessment by GHD –                             <ul style="list-style-type: none"> <li>▪ 4 levels of risks</li> <li>▪ Reversing major risks</li> <li>▪ Sarsfield Street highest risk</li> <li>▪ Harrington Street high accident</li> <li>▪ Mitchell Grove - rollover</li> <li>▪ Wallis Avenue – accident</li> <li>▪ Morley Avenue</li> <li>▪ Slashers Bypass</li> <li>▪ Sturt Court – rollover</li> </ul> </li> </ul> </li> <li>• <b>Andrew Pattison</b> <ul style="list-style-type: none"> <li>o Investigate a smaller vehicle</li> <li>o Turning points at critical locations to install turning points</li> <li>o If cannot be installed other options need to be considered.</li> <li>o Parking arrangements review during holiday periods.</li> <li>o Installation of barriers to be kept to a minimum –                             <ul style="list-style-type: none"> <li>▪ Removal of bins from streets after collections</li> <li>▪ Quality materials</li> <li>▪ Corrals in certain areas</li> <li>▪ Property owners to work with renters/owners on how to put waste bins away</li> <li>▪ Owners should have a say, on the direct collection in their streets</li> <li>▪ Names to be put on Agenda</li> </ul> </li> <li>o Use of good quality crushed rock in road formation</li> </ul> </li> </ul> |                     |                 |
| <p><b>5. SERVICE OPTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Ranjani Jha</b> <ul style="list-style-type: none"> <li>o Four (4) options considered (power point presentation).                             <ul style="list-style-type: none"> <li>▪ Hybrid System                                     <ul style="list-style-type: none"> <li>• Cease in intolerable and high risk areas</li> <li>• Continue with other collections</li> <li>• Fix issue</li> </ul> </li> <li>▪ Acquire land with Parks Vic to create turnaround area in Morley Avenue.</li> <li>▪ Slashers Bypass (small corral)                                     <ul style="list-style-type: none"> <li>• Talk to local people in difficult streets on how collection can take place</li> </ul> </li> </ul> </li> <li>o Work with Task Force</li> <li>o GHD Report be prioritised and integrated into future works program.</li> <li>o Corrals to be established at strategic locations.</li> <li>o Report to 19 September Council Meeting</li> </ul> </li> <li>• <b>Rob Small</b> <ul style="list-style-type: none"> <li>o Smaller truck available by holiday season – discussions with Contractor.</li> <li>o Community Group works with Council officers.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                               | <p>Council</p>      |                 |

| ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RESPONSIBLE OFFICER | ACTION DUE DATE |
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| <ul style="list-style-type: none"> <li>○ Small number of locations where corrals needed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                 |
| <p><b>6. INPUT FROM COMMUNITY</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                 |
| <ul style="list-style-type: none"> <li>• <b>Mr Lewis</b> <ul style="list-style-type: none"> <li>○ Corral solutions</li> <li>○ Who is to pay (Council ?)</li> <li>○ Bins emptied daily over summer in corrals</li> <li>○ Still sorting out which roads</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                 |
| <ul style="list-style-type: none"> <li>• <b>Rodney Wolf (Slashers Bypass group)</b> <ul style="list-style-type: none"> <li>○ Compliment Group</li> <li>○ Concerned about engineering solution</li> <li>○ Advise before Waste stopped</li> <li>○ Questioned bins to be put away after emptying</li> <li>➤ <b>Rob Small</b> <ul style="list-style-type: none"> <li>▪ Long term move to penalise people who continue to leave bins out</li> <li>▪ Will advise residents before waste collection stopped.</li> </ul> </li> <li>○ Questioned none of options specified corral for people putting bins out</li> <li>➤ <b>Rob Small</b> <ul style="list-style-type: none"> <li>▪ Corrals in discrete locations</li> </ul> </li> </ul> </li> </ul> |                     |                 |
| <ul style="list-style-type: none"> <li>• <b>Peter</b> <ul style="list-style-type: none"> <li>○ Questioned Item 4 Preference concerns ?</li> <li>➤ <b>Rob Small</b> <ul style="list-style-type: none"> <li>▪ Lorne issues different to Wye River. Wide sealed roads.</li> <li>▪ Will keep talking to community about local solution.</li> </ul> </li> <li>○ Manual system, ie Lorne manual waste collection</li> <li>➤ <b>Rob Small</b> <ul style="list-style-type: none"> <li>▪ We will negotiate with each street. Lorne not a suitable comparison with Wye River.</li> </ul> </li> </ul> </li> </ul>                                                                                                                                     |                     |                 |
| <ul style="list-style-type: none"> <li>• <b>Corrine</b> <ul style="list-style-type: none"> <li>○ Will these changes affect Wheelie Waste?</li> <li>➤ <b>Rob Small</b> <ul style="list-style-type: none"> <li>○ Wheelie Waste has met their obligations under existing contract.</li> </ul> </li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                 |
| <ul style="list-style-type: none"> <li>• <b>Stephen</b> <ul style="list-style-type: none"> <li>○ Why can't Contract be available?</li> <li>➤ <b>Rob Small</b> <ul style="list-style-type: none"> <li>○ The specification can be sent out but not the actual Wheelie Waste Contract</li> </ul> </li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                 |
| <ul style="list-style-type: none"> <li>• <b>Corrine</b> <ul style="list-style-type: none"> <li>○ Copy of Contract to Consultative Group?</li> <li>○ Can Council develop criteria for sealed and unsealed roads?</li> <li>➤ <b>Rob Small</b> <ul style="list-style-type: none"> <li>○ Have an upgrade and maintenance program</li> <li>○ Road Management Plan</li> </ul> </li> <li>○ Olive Street narrow/blind.</li> <li>○ How will we know when collections will change and</li> </ul> </li> </ul>                                                                                                                                                                                                                                         |                     |                 |

| ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RESPONSIBLE OFFICER | ACTION DUE DATE |
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| <p>when timeframes will be implemented?</p> <ul style="list-style-type: none"> <li>➤ <b>Rob Small</b> <ul style="list-style-type: none"> <li>○ We will put report to Council for progress. Timeframe will be subject to negotiations with residents.</li> <li>○ Do not have firm timeframe at this stage. Any changes to services will attempt to be flagged in the report to 19 September 2012 Council meeting.</li> </ul> </li> <li>• <b>Rex Brown</b> <ul style="list-style-type: none"> <li>○ Goodwill community to be proactive working with Council to get turning points in.</li> <li>○ Vote – Everyone comfortable to work with Council?                             <ul style="list-style-type: none"> <li>○ Unanimous vote</li> </ul> </li> <li>○ Ask group/neighbours if turn around available – can it be used.</li> <li>○ Need to make things happen as a community.</li> <li>○ Thanked Consultative Group Committee. Concerns about fines for rubbish and waste. Don't want to go too far with policing of public.</li> </ul> </li> <li>• <b>Corrine</b> <ul style="list-style-type: none"> <li>○ 19 September report to Council. Email with link to report on waste on the meeting on 19 September.</li> </ul> </li> </ul> |                     |                 |
| <p><b>7. MEETING CLOSE</b></p> <p>The Chair, Cr Stephen Hart closed the meeting at 11.20am.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                 |



# Agenda

# Councillor Workshop

Wednesday, 12 September 2012  
COPACC Meeting Room  
8.30 am to 4.50 pm

## ATTENDEES:

Cr Stephen Hart (Mayor), Cr Buchanan, Cr Crook, Cr Stuart Hart, Cr Russell  
Cr Smith (10.25am to 12.48pm),  
Rob Small (CEO)  
Colin Hayman (GM, Corporate & Community Services)  
Jack Green (GM, Sustainable Planning & Development)  
Neil Allen (GM, Infrastructure & Services)

**Part:** Stewart Anderson, Mark Gunning, Wendie Fox, Mike Barrow, Brett  
Exelby, Jane Preston Smith, Ranjani Jha

**Visitors:** Joe Adamski, David Harris & Michael King (Barwon Water), Nigel  
Parsons (CFA), Michael Noelker (DSE)

**Apology:** Cr Higgins

## Agenda Topics

|                     |                                                                 |                                                                                                             |
|---------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 8.30 am             | Declaration of Interest                                         |                                                                                                             |
| 8.30 am – 9.15 am   | Planning Committee Briefing Session                             | Katrina Kehoe, Tammy Kavanagh, Ian William, Carl Menze, Blaithlin Butler, Paula Gardiner (8.50am – 9.15am), |
| 9.15 am – 9.30 am   | Young Ambassador Awards<br>Only Councillors & CEO in attendance |                                                                                                             |
| 9.30 am – 10.05am   | Municipal Fire Management Plan                                  | Stewart Anderson/Mark Gunning/ Nigel Parsons (CFA), Michael Noelker (DSE)                                   |
| 10.05am – 10.10 am  | Proposed Changes to MAV Rules                                   | Colin Hayman                                                                                                |
| 10.10 am – 10.30 am | Morning Tea                                                     |                                                                                                             |
| 10.30 am – 12.48pm  | Planning Committee Meeting                                      |                                                                                                             |
| 12.48 pm – 1.15 pm  | Lunch                                                           |                                                                                                             |
| 1.15pm – 2.10 pm    | Barwon Water – presentation on regional issues                  | Joe Adamski, David Harris & Michael King                                                                    |
| 2.10 pm – 3.00 pm   | Neighbourhood Safer Places                                      | Stewart Anderson/<br>Wendie Fox/Jane Preston Smith                                                          |
| 3.00 pm – 3.35 pm   | Wye River & Separation Creek Waste Collection Services          | Neil Allen, Ranjani Jha                                                                                     |
| 3.35 pm – 3.50 pm   | Colac High School Masterplan                                    | Mike Barrow                                                                                                 |
| 3:50 pm – 4:50 pm   | End of Year Result                                              | Brett Exelby                                                                                                |



# YOUTH COUNCIL

Minutes of the Colac Otway Youth Council held on 13<sup>th</sup> August 2012 at 4.00pm, COPACC

| ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                | RESPONSIBLE PERSON     | ACTION DUE DATE |
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| <p><b>ATTENDEES:</b><br/> <b>Youth Councillors:</b><br/>                     Tim Smith, Shane Richardson, Josh Smith, Tegan Braid, Jessi Kerr, Darcy Evans, Audrey McQuillon, Tegan McNamara, Bec Whittaker, Lucy Vesey, Amy Brauer<br/> <b>Mentors:</b> Kerri Bauer, Cr Chris Smith, Terry Woodcroft &amp; Emma Warton</p>                                    |                        |                 |
| <p><b>APOLOGIES:</b><br/>                     Cayley Robinson, Kerri Bauer, nara Langdon.</p>                                                                                                                                                                                                                                                                  |                        |                 |
| <p>1.0 Meeting called to order at 4.00pm.</p>                                                                                                                                                                                                                                                                                                                  |                        |                 |
| <p>2. <b>MINUTES OF THE LAST MEETING:</b><br/>                     Changes were made to the previous meetings.<br/>                     "That the minutes of the meeting 16/07/2012 be adopted".<br/>                     Moved Amy Seconded Tegan B<br/> <b>CARRIED</b></p>                                                                                   |                        |                 |
| <p>3. <b>CORRESPONDENCE:</b><br/><br/> <b>IN – Nil</b><br/> <b>OUT – Nil</b><br/> <b>Other Business</b><br/><br/>                     Correspondence moved Tim, seconded Amy <b>CARRIED.</b></p>                                                                                                                                                               |                        |                 |
| <p>4. <b>Youth EXPO Booklet</b><br/><br/>                     Update on the progress of the Booklet and when it will be completed.<br/>                     Includes an ad for Youth Council – is it too late to include a forward by the Youth Council.<br/><br/>                     Moved: Tegan B Second: Darcy<br/> <b>CARRIED</b></p>                    | <p>Chair</p>           |                 |
| <p>5. <b>Youth Expo Dinner</b><br/><br/>                     Youth Council to attend a Youth Expo dinner at La Parchetts on Monday 20<sup>th</sup> August. Emma to discuss<br/><br/>                     Moved: Darcy Second: Tegan B<br/> <b>CARRIED</b></p>                                                                                                  | <p>Chair</p>           |                 |
| <p>6. <b>Youth Council EXPO Debrief</b><br/>                     Emma congratulated Youth Councilors for their participation and involvement on the day and proposed a dinner for all Youth Council – date suggested was Monday 20<sup>th</sup> August (TBC)<br/>                     Moved: Shane Richardson Seconded: Tegan McNamara<br/> <b>CARRIED</b></p> | <p>Emma to confirm</p> |                 |

| ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RESPONSIBLE PERSON        | ACTION DUE DATE |
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| <p><b>7. Youth Council Colac Herald Column</b></p> <ul style="list-style-type: none"> <li>- Youth Councillors agreed that the question will be 'Do you think random drug testing in schools is a good idea?'</li> </ul> <p>Moved: Darcy Second: Jessi<br/><b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                  | <p>Tegan<br/>McNamara</p> |                 |
| <p><b>8. Youth Councillor Reports</b></p> <ul style="list-style-type: none"> <li>- Darcy: Production seats are full (13 performances sold out)</li> <li>- Jessi: epilepsy foundation run</li> <li>- Tegan: Olympics</li> <li>- Tegan B: Tegan performed in the production of 13</li> <li>- Audrey: Subject selections</li> <li>- Terry: Drugs and Awareness</li> <li>- Emma: drugs and awareness</li> <li>- Chris: Youth Council Melbourne trip – wear black shirts and black or blue jeans</li> <li>- Apollo Bay involved in youth Council</li> </ul> <p>Moved: Josh Second: Tegan B.<br/><b>CARRIED</b></p> | <p>Chris</p>              |                 |
| <p><b>9. Other business</b></p> <ul style="list-style-type: none"> <li>• Youth Expo Competition – Kerri has a large amount of entries and a winner will need to be drawn. Arrange for next meeting or earlier date.</li> <li>• Reminder – meeting with FReeZA and Youth Affairs Minister Tues 21<sup>st</sup> August 4pm at COPACC – YCs attending please remember to wear your name tags.</li> <li>• Invitation for follow up meeting with Rob Small</li> </ul> <p>Moved: Josh Second: Darcy<br/><b>CARRIED</b></p>                                                                                          |                           |                 |
| <p><b>Important Dates</b></p> <p><b>Governors Visit: Tuesday 28<sup>th</sup> August 2012</b><br/><b>Next Meeting: Monday 27<sup>th</sup> August 2012 at 4.00pm</b></p> <p style="text-align: center;"><b><u>**Rember to bring a notepad and pen**</u></b></p> <p><b>Meeting closed: 4.44pm</b></p>                                                                                                                                                                                                                                                                                                            |                           |                 |





# YOUTH COUNCIL

Minutes of the Colac Otway Youth Council held on 27<sup>th</sup> August 2012 at 4.00pm, COPACC

| ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RESPONSIBLE PERSON                               | ACTION DUE DATE |
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| <p><b>ATTENDEES:</b><br/> <b>Youth Councillors:</b><br/>                     Tim Smith, Amy Brauer, Tegan Braid, Audrey McQuillon, Darcy Evans, Nara Langdon, Lucy Vesey, Josh Smith, Shane Richardson, Bec Whittaker,<br/> <b>Mentors:</b> Emma Warton, Terry Woodcroft, Chris Smith</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |                 |
| <p><b>APOLOGIES:</b><br/>                     Cayley Robinson, Kerri Bauer, Tegan McNamara, Jessi Kerr.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                  |                 |
| <p>1.0 Meeting called to order at 4.04pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |                 |
| <p><b>2. MINUTES OF THE LAST MEETING:</b><br/>                     Changes were made to the previous meetings: Shane was absent from previous meeting.<br/>                     "That the minutes of the meeting 16/07/2012 be adopted".<br/>                     Moved Amy Seconded Darcy<br/> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |                 |
| <p><b>3. CORRESPONDENCE:</b></p> <p><b>IN</b> – Youth Ambassador Award invitations<br/> <b>OUT</b> – Permission forms for Government House visit and Volunteer Registration forms</p> <p><b>Other Business</b></p> <p>Correspondence moved Tegan B, seconded Darcy</p> <p><b>CARRIED.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |                 |
| <p><b>4. Rotary Club talk</b></p> <p>Need to talk to Kerri and Emma to arrange a date for 3 or 4 Youth Councillors to talk at a meeting.</p> <p>Moved: Darcy Second: Shane<br/> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Chair<br/>                     Kerri/Emma</p> |                 |
| <p><b>5. Family Violence Month</b></p> <p>Emma talked to Youth Council about Family Violence month. Colac Area Health has a new Family Health worker. Emma talked about personal ideas to address family violence; such a putting white ribbons in all the shop windows down main street and visit schools to raise awareness. Emma would like Youth Council support with these ideas to raise awareness. White Ribbon Day is the 25<sup>th</sup> of November. Terry pointed out how such a great cause this would be. Lucy suggested girls wear white ribbons in their hair and boys wear a white ribbon on their shirt for a month. Emma suggested Youth Council do an article for the community to encourage them to do the same. Emma</p> | <p>Chair</p>                                     |                 |

| ITEMS & ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RESPONSIBLE PERSON | ACTION DUE DATE |
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| <p>expressed how she is around if anyone needs to talk about their emotions. Terry spoke about how anybody has the ability to change the situation.</p> <p>Moved: Darcy Seconded: Audrey<br/><b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                    |                 |
| <p><b>6. Mental Health Week</b></p> <p>Mental Health week is coming up in October. Emma suggested playing the movie Bully at COPACC during Mental Wealth Week and bus junior secondary students down to come and watch it. Emma asked Youth Council if they would be interested in supporting this idea.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Chair              |                 |
| <p><b>7. Visit to Government House</b></p> <p>BE HERE BY 7am!!! The bus will be leaving COPACC from at 7.15am and be returning to Colac by around 7pm.<br/>Everyone will wear their Black Youth Council Shirts.<br/>No jackets will be worn into Parliament house.<br/>Shirts are aloud underneath, just not showing. Plain black jeans or black pants are to be worn by everyone with clean shoes. Youth Councillors will be meeting some very important people, so best behaviour!</p> <p>Terry discussed safety in the city! Everyone needs to be very safe otherwise we will NOT be covered by insurance. Travel in small groups or pairs, having meeting times, swap mobile phone numbers, cross road at appropriate times, watch out for cyclists, pay attention, no feet on tram seats- you will be fined! Always pay attention when getting on and off trams and the space around them. Chris added that the plan tomorrow is that you may not need to cross the street but stay aware.</p> <p>Moved: Tegan B Seconded: Amy<br/><b>CARRIED</b></p> | Chair              |                 |
| <p><b>8. Youth Council Colum</b></p> <p>Youth Council discussed the next question. Youth Council will do a column on their trip to Melbourne.</p> <p>Moved: Tim Seconded: Darcy<br/><b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Chair              |                 |
| <p><b>8. Youth Councillor Reports</b></p> <p><b>One minute whip-arounds not recorded.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Chair              |                 |
| <p><b>9. Other business</b></p> <ul style="list-style-type: none"> <li>• FReeZA Battle of the Bands coming up on September 7<sup>th</sup> – FReeZA are looking for volunteer helpers. No youth councillors volunteered.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                 |
| <p><b>Important Dates</b></p> <p><b>Next Meeting: Monday 10<sup>th</sup> September 2012 at 4.00pm</b></p> <p><b><u>**Rember to bring a notepad and pen**</u></b></p> <p><b>Meeting closed: 5.11pm</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                 |