Colac Otway
SHIRE

AGENDA

ORDINARY COUNCIL MEETING

OF THE

COLAC-OTWAY SHIRE

COUNCIL

24 JULY 2013

at 3:00 PM

COPACC Meeting Rooms

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

COLAC-OTWAY SHIRE COUNCIL MEETING

24 JULY 2013

TABLE OF CONTENTS

OFFICERS' REPORTS

CHIEF EXECUTIVE OFFICER

OM132407-1	CEO'S PROGRESS REPORT TO COUNCIL	9
OM132407-2	SCHEDULING OF COUNCIL MEETINGS - 2013	29

CORPORATE AND COMMUNITY SERVICES

OM132407-3	INSTRUMENT OF DELEGATION - OLD BEECHY RAIL TRAIL COMMITTEE	35
OM132407-4	GUARANTEE OF COMMUNITY LOANS POLICY	39
OM132407-5	COUNCIL POLICY REVIEW	43
OM132407-6	OPERATIONAL PLAN 2013-2014	51
OM132407-7	RENEW LEASE - COLAC CENTRAL BOWLING CLUB - 115-129 WILSON STREET, COLAC	55
OM132407-8	COLAC OTWAY SHIRE PUBLIC HEALTH AND WELLBEING PLAN 2013 - 2017	59
OM132407-9	COLAC OTWAY ACTIVE TRANSPORT STRATEGY	63
OM132407-10	S86 COMMITTEE MEMBERSHIP	71

INFRASTRUCTURE AND SERVICES

OM132407-11	ROAD MANAGEMENT COMPLIANCE REPORT	77
OM132407-12	COLAC HEAVY VEHICLE BYPASS STUDY - UPDATE AUGUST 2013	81
OM132407-13	PORT OF APOLLO BAY - REVIEW OF INSTRUMENT OF DELEGATION	93

SUSTAINABLE PLANNING AND DEVELOPMENT

OM132407-14	GEELONG OTWAY TOURISM MEMORANDUM OF UNDERSTANDING	99
OM132407-15	SALINITY MANAGEMENT OVERLAY - ADOPTION OF AMENDMENT C67	103
OM132407-16	DOMESTIC ANIMAL MANAGEMENT PLAN	115
OM132407-17	REHABILITATION WORKS ON BARONGAROOK CREEK	119

GENERAL BUSINESS

OM132407-18	ASSEMBLY OF COUNCILLORS	125
OM132407-19	MINUTES FROM YOUTH COUNCIL MEETINGS	127

NOTICES OF MOTION

OM132407-20	**COLAC BYPASS - SOCIO-ECONOMIC IMPACTS STUDY (CR MICHAEL DELAHUNTY)**	**131**
OM132407-21	**GEELONG OTWAY TOURISM (CR STEPHEN HART)**	**133**
OM132407-22	**COUNCIL BUDGETS (CR STEPHEN HART)**	**135**
OM132407-23	**COLAC OTWAY SHIRE COUNCILLOR REPRESENTATIVE – TIMBER TOWNS COMMITTEE (CR BRIAN CROOK)**	**137**

NOTICE is hereby given that the next ***ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL*** will be held in COPACC Meeting Rooms on 24 July 2013 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 26/06/13**
- **Special Council Meeting held on the 10/07/13 (adjourned to 17/07/13).**

Recommendation

That Council confirm the above minutes.

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OM132407-4 GUARANTEE OF COMMUNITY LOANS POLICY
OM132407-5 COUNCIL POLICY REVIEW
OM132407-6 OPERATIONAL PLAN 2013-2014
OM132407-7 RENEW LEASE - COLAC CENTRAL BOWLING CLUB - 115-129 WILSON STREET, COLAC
OM132407-8 COLAC OTWAY SHIRE PUBLIC HEALTH AND WELLBEING PLAN 2013 - 2017
OM132407-9 COLAC OTWAY ACTIVE TRANSPORT STRATEGY
OM132407-10 S86 COMMITTEE MEMBERSHIP

Infrastructure and Services

OM132407-11 ROAD MANAGEMENT COMPLIANCE REPORT
OM132407-12 COLAC HEAVY VEHICLE BYPASS STUDY - UPDATE AUGUST 2013
OM132407-13 PORT OF APOLLO BAY - REVIEW OF INSTRUMENT OF DELEGATION

Sustainable Planning and Development

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OM132407-15 SALINITY MANAGEMENT OVERLAY - ADOPTION OF AMENDMENT C67
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Rob Small
Chief Executive Officer

CHIEF EXECUTIVE OFFICER

ITEM
OM132407-1 CEO'S PROGRESS REPORT TO COUNCIL
OM132407-2 SCHEDULING OF COUNCIL MEETINGS - 2013

OM132407-1 CEO'S PROGRESS REPORT TO COUNCIL

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

EXECUTIVE

"Skilling the Bay" Jobs Forum
The CEO attended a jobs forum "Skilling the Bay" in Geelong on 28 June 2013. The Premier of Victoria and senior Ministers attended this forum, together with representatives from the manufacturing, education and employment sectors. The forum looked at the changing face of industry within the Geelong region, the jobs vision for the future and the training and skills required to fulfil that vision.

This was followed on 3 July 2013 by a meeting with John Eren MP who is looking at how the fund set aside by the State Government to stimulate jobs could be applied in the Colac Otway Shire.

G21 Board Meeting
Attended by the CEO, the G21 Board met in Geelong on 5 July 2013. Agenda items included:

- Department of Environment and Primary Industries Briefing
- Simonds Stadium – Redevelopment Plans Presentation
- G21 Regional Growth Plan – Implementation Plan Presentation
- G21's relationships
- G21 Chair Post 2013 Annual General Meeting.

Barwon South West Regional Tourism Board
The CEO convened a workshop on 12 July 2013 in Colac with CEOs and/or representatives from each of the Barwon South West Councils, the interim Chair of the Regional Tourism Board and CEO of Tourism Victoria. The aim of the workshop was to work through any outstanding issues and to reach agreement on the establishment of the Barwon South West Regional Tourism Board.

Former Colac High School Site
The Mayor and CEO met with an Advisor to the Minister for Education and DEECD representatives to progress discussions on the future of the former Colac High School site and to reinforce Colac Otway Shire Council's position that the majority of this site should be returned to the ratepayers of this Shire for the benefit of its residents.

Youth Council
Youth Councillors have been working hard preparing project briefs for activities they wish to complete in the year ahead. The Youth Councillors are to be commended on the broad range of activities they have planned and the work they have put into researching their projects to ensure that they will meet a need within our community. Minutes of Youth Council meetings adopted since the last Ordinary Council meeting are attached to this agenda.

CORPORATE & COMMUNITY SERVICES

HEALTH & COMMUNITY SERVICES

Maternal & Child Health

Maternal and Child Health (M&CH) is evaluating the service we provide. Families who have used the service in the past two years are being encouraged to complete a parent questionnaire and to participate in one of the Focus Groups which are being held this month.

The Meriba Service Club has kindly donated a Navman for our M&CH vehicle and is holding a further fund raiser to raise money for a set of infant scales.

The Country Women's Association (CWA) is currently running an initiative where each new family is given a knitted bear, baby hat and booties. These are being well received by our families.

Statistics – June 2013

- 22 infants enrolled from birth notifications
- 7 First Time mothers

Key Ages and Stages Consultations Home visits 22					
2wks	15	**4wks**	15	**8wks**	25
4mths	14	**8mths**	15	**12mths**	16
18mths	18	**2yrs**	15	**3.5yrs**	15

Other services provided include:

- 85 additional consultations
- 36 phone consultations
- 38 referrals
- 99 counselling sessions provided
- New Parents Groups - 4 sessions in Colac
- 59 families currently enrolled under Enhanced Home Visiting service (vulnerable and at risk families).

Nurses have attended meetings including participation in four community strengthening activities.

Rural Access Community Services

Colac Otway Shire's Rural Access officer has been working with the Rural Access officer from Surf Coast Shire and the Department of Human Services to develop a booklet outlining Inclusive Consultation Guidelines. The guide will be freely available to local government, community organisations and businesses. The purpose of the document is to provide basic information on how minority groups, including people with disabilities, can be included in common consultative practices such as forums, workshops and surveys. It is anticipated this will be completed by the end of August 2013.

The Department of Human Services has recently funded a training program titled *Values and Attitudes in Action* for disability care workers. This is designed to challenge workers concepts about disability, preparing them for new modes of service delivery. Rural Access applied to have the funded training held in Colac. The application was successful and training was held on 2 July 2013. Thirty direct care staff from OPASS, Skills Connection Inc and CODA Inc. attended the program. Multiple participants confirmed the training was relevant and challenging, and most importantly, engaging.

Older Persons & Ability Support Services (OPASS)

Department of Human Services: National Disability Insurance Scheme: DisabilityCare Australia

Colac Otway Shire has been registered under Section 41 of the Disability Act as a Disability Service provider. The registration is effective from 21 June 2013 to 20 June 2016. An application form for the Registration of Providers to DisabilityCare Australia was submitted on the 28 June 2013.

Colac Otway Shire's Older Persons & Ability Support Services (OPASS) has submitted for the following provisions of service delivery:

- Assistance in coordinating or managing life stages, transitions and supports
- Assistance to access and maintain employment
- Assistance to integrate into school or other educational programs
- Assistance with daily life tasks in a group or shared living arrangements
- Assistance with daily personal activities
- Assistance with travel/ transport arrangements
- Assistive equipment for recreation
- Development of daily living and life skills
- Household tasks
- Participation in community, social and civic activities
- Physical wellbeing activities
- Training for independence in travel and transport.

Clients transitioning from our Home & Community Care (HACC) program, previously funded by the Victorian Department of Human Services, to the National Disability Insurance Scheme (NDIS) being managed by DisabilityCare Australia (DCA) will occur between August 2013 and March/April 2014. This transition to the NDIS will commence with HACC clients, under 65, who are receiving disability support services. We have around 70 clients who will be transferred within this cohort.

From 1 July 2013, anyone under 65 living in the Barwon Region launch site area who appears to have a 'significant and permanent disability' and who has been referred to a council, community health services or another HACC provider will be made aware of the NDIS.

During the transition phase, all current services care levels and fees will be maintained. However, the methods of reporting and invoicing for services will change. Following the transition phase the unit costs, under the NDIS scheme, will be determined by DisabilityCare Australia. This will apply to service users receiving community respite care and other disability services.

New clients to OPASS, who are eligible under the NDIS for care and support, will come with an individual care plan against which DCA has prescribed set unit costs for each service component. It is this rate that OPASS is paid for delivering the service. Most of the unit costs do not allow for co-payments for the client.

The OPASS unit has many years of working with older persons, people with complex high needs, medical conditions and people with disabilities whose age range from 1 year old to old age. The NDIS provides opportunities to further support our community to maintain social, physical and mental wellbeing both in their homes and their community.

The launch of the NDIS will provide an opportunity for new services and operators. People with disabilities will be looking for the best-fit service to meet their needs and should ultimately have a greater choice of these services and activities.

Over the next month OPASS, supported by Council's Public Relations unit, will develop a strategy to market our services and supports that are available to them, their families, carers and the general community.

EVENTS

Colac Golf Club – Indoor/Outdoor Markets, 7 July and 4 August 2013
The Colac Golf Club has taken over the mantle of holding indoor markets during the Winter months. The first and second markets have been held with large numbers enjoying the beautiful setting and a large variety of stalls.

Birregurra 100th Year Golf Club Celebration – 13 and 14 July 2013
The 100th year celebration of the Birregurra Golf Club brought past and present members of the club together to enjoy a celebration luncheon and golf on 14 July 2013 which was a huge success. Approximately 150 locals and guests from Colac and Geelong returned to Birregurra for the festivities.

Upcoming Events
Events which will be held throughout the Colac Otway Shire in August 2013 will include the Beeac Primary School 150 Anniversary year (4 August), Cressy Railway Centenary (10 August), and the FReeZA Battle of the Bands (23 August at COPACC).

RECREATION

Elliminyt Playspace
Council has received notification of funding from the Regional Development Victoria's Putting Locals First Program for Stage 2 of the Elliminyt Playspace project. The $101,250 grant will be matched by a Council contribution of $33,750 and will result in the following development:

- Pathways
- Shelter and picnic facilities
- Public BBQ
- Landscaping including plantings and mulched garden beds
- Bicycle racks.

It is anticipated that the project will commence by October 2013.

Central Reserve
The revamped Central Reserve Oval received a visit from Hawthorn Football Club coach, Alastair Clarkson, earlier this month. The Hawthorn Football Club is investigating reconstructing their training oval at Waverley Park and Clarkson had heard about the quality of the Central Reserve surface. He was extremely impressed with the result of the project and was amazed that a rural area could host a facility of this quality. It again reinforces the excellence of the project and the outstanding result from Council's investment.

Council Community Funding Program 2013/2014 – Civic Reception
The Civic Reception for successful applicants under the 2013/14 Council Community Funding Program was held on 19 July 2013 at COPACC. A total of seventy one groups shared in $135,000 of Council funding as part of the annual grants program. The program is for not-for-profit community organisations and encourages community sport, recreation, cultural and arts activities. It also assists with the maintenance and improvement of local and recreation facilities.

COPACC

CrossXpollinatioN
CrossXpollinatioN, a textile and fibre event developed in a partnership between Red Rock Regional Theatre and Gallery (RRRTAG) and COPACC, has been an outstanding success. Many hundreds of people have visited the exhibitions at COPACC and RRRTAG. Artists from across Victoria, Tasmania and Queensland entered the competitive categories – *Farmer's Armour Wearable Art* at COPACC and the mixed media category *Grafted* at RRRTAG. The series of exhibitions included work by Colac Otway Shire families, primary and high school children, local artists, and several Victorian artists whose work has appeared in many national and international exhibitions.

More than 75 people attended a programme of 12 textile and fibre art workshops.

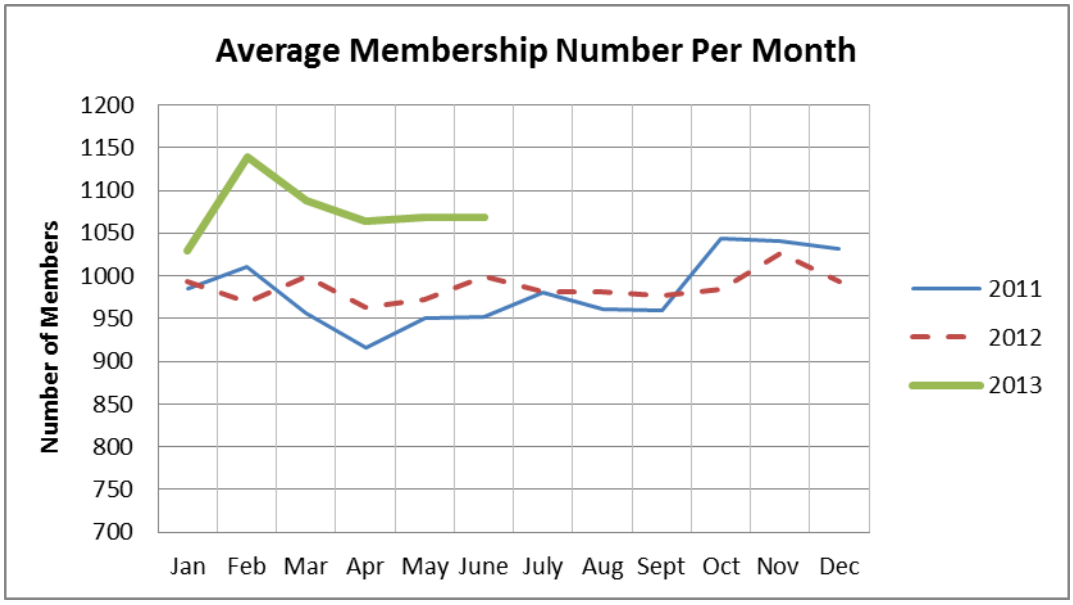
BLUEWATER FITNESS CENTRE

Redevelopment Project
Council has short-listed a number of construction companies following an Expression of Interest process to tender for the Bluewater Fitness Centre Redevelopment Project. Council's architects are currently finalising the tender documentation. It is anticipated that the short-listed companies will be invited to tender by the end of July.

The Centre's gym and dry program services will be relocated to the Colac Youth and Recreation Centre located at Central Reserve. The space is ideal for the service as it has an open hall area for the gym as well as a separate lounge area for programs and possibly the crèche service. In addition, the facility has recently been refurbished including the amenities, kitchen facilities and access.

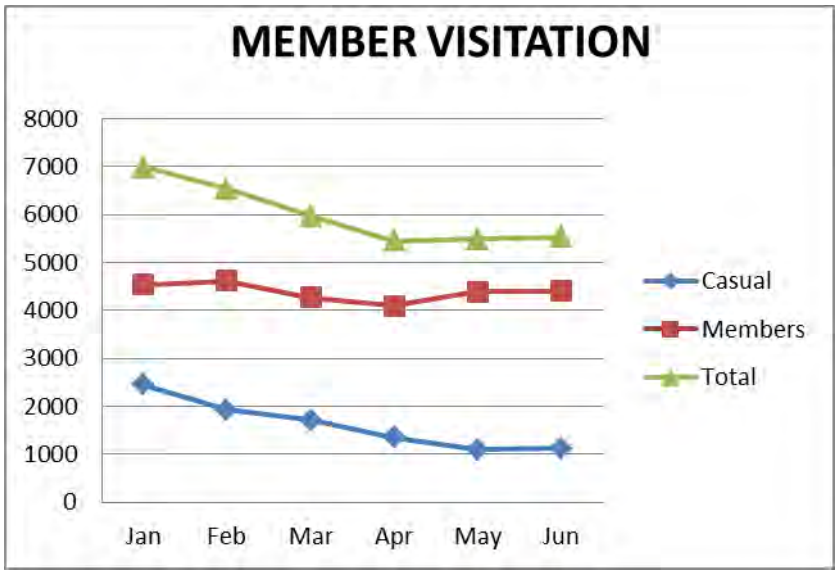
Membership
The average membership number for the month of May 2013 was 1,081 as indicated in the graph below. This is the 5th month that membership numbers have been over 1,050 which is a great result considering there has typically been a drop in previous years in the lead up to winter.

2013 has been a promising first half of the year when compared to the previous two years as can also be seen on the graph.



Visitation

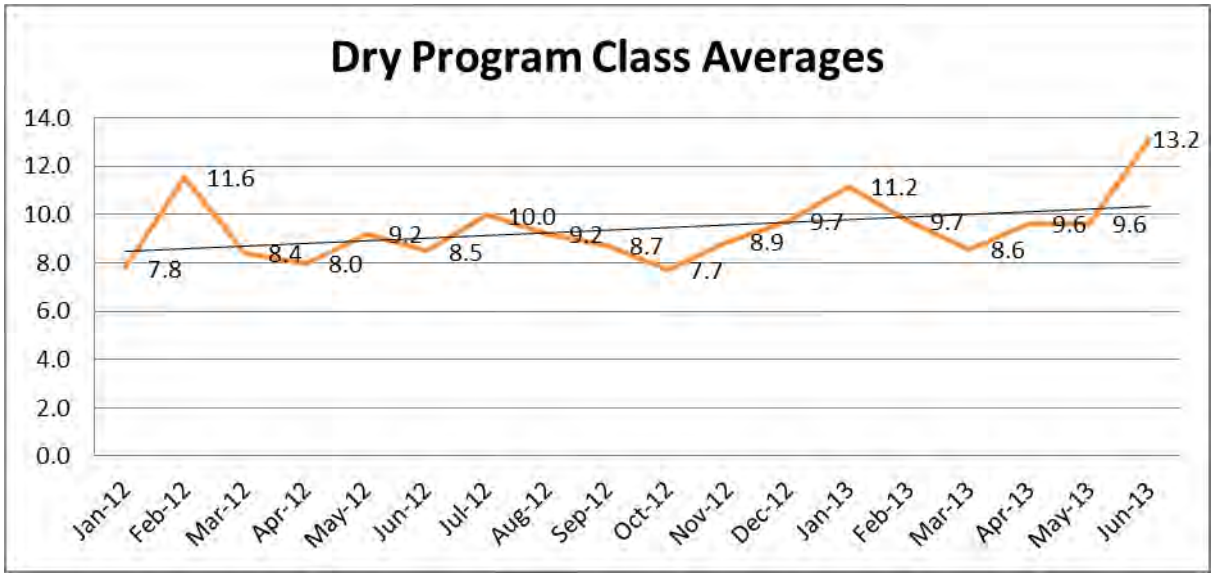
Visitation remains consistent for members and casual visitors over the past three months after the natural decline following the summer period.



Dry Programs

Dry Program class averages, as indicated in the graph below, identify a positive trendline over the last 18 month period. Whilst Casual Program entries have reduced over the last 12 months, the results can be attributed to our growing membership base, which increased by 88 members over the 2012-13 financial year.

In particular, *Thump* and *Circuit* classes increased enormously over the last 12 months, with both programs averaging over 20 participants in June 2013. Other programs which show increasing numbers are *Crank*, *Power Bar* and *Joeys*. However, *Seniors* and *Core Worx* have shown a slight reduction throughout the past 12 months. Overall, the average class attendance for June 2013 was the highest it has been for at least the past 18 months.



Aquatic Programs
Term 2 *Learn to Swim* has now been completed with 275 students enrolled in the program. Term 2 generally demonstrates a drop in enrolment numbers compared with Term 1 however the term was up on enrolments when compared to the previous three years.

INFRASTRUCTURE & SERVICES

CAPITAL WORKS UNIT

Project Development and Design
Project detailed design and development is on schedule for the 2013/14 reconstruction program. Design for the Weering School Road and Warrowie Road reconstructions have been completed. Division Road, recently added to this year's program due to a high rate of failure, is also due to be completed before the program commences.

Design has also been completed for the footpath and car park works on Grant Street, Forrest. This footpath is expected to provide a link between both sides of Grant Street, most importantly for primary school students. It will run from the school, cross Grant Street, up to the Milk Bar opposite the Brewery. Funding for the construction, sourced by Economic Development in 2012, includes provision for use of recycled materials in the footpath. This will assist in reducing Council's carbon footprint. The works will also include improvements to the existing Milk Bar car park and it is expected to bring the car park up to the standard of the car park at the Brewery. Tendering for these works is expected to begin soon.

Taxi Rank Upgrade, Memorial Square Colac
Council received funding in June 2013 for the proposed upgrade of the Memorial Square Taxi Rank, under the State Government's Taxi Rank Safety Program Grant. Funding for the project, totalling $90,400 over the project life, will be received in staged increments. The project is expected to provide a substantially improved public area south of the current Memorial Square toilet block. Anticipated improvements to the current taxi rank include a substantially larger pedestrian/bus shelter, improved disability access between car parks and the toilet block, and tourist information signage showcasing Colac. Early concept designs for the taxi rank are currently being developed considering the outcomes of the Central Business District and Entrances Project concepts for this area.

Hearn Street Pedestrian Management Plan
The Hearn Street Pedestrian Management Plan provides actions for both Council and the Colac Secondary College to improve pedestrian safety in the vicinity of Queen Street and Hearn Street. The plan, an operational document developed by Council with input from the Colac Secondary College, will hopefully be adopted by the School Council at this month's meeting and become a reference document for both parties.

Road Safety Strategy Review
Council is working in conjunction with Corangamite Shire on reviewing and updating the current Road Safety Strategy. The current Road Safety Strategy was developed for both municipalities by consultants in 2008 and expires at the end of 2013. The document involves analysis of crash statistics in the two (2) municipalities over the past five (5) years to identify the causes of road accidents and areas of the road network that can be strategically improved to reduce the road toll. This strategy is going to include an action plan which can be referenced when developing future capital works plans.

Much of the current document still applies to Colac Otway Shire's road network and is being revised and amended with the aim to be adopted by the end of 2013 following a public consultation period.

CCTV Camera Installation
Works commenced on the installation of the CCTV camera system within the CBD of Colac in June 2013. The installation of all underground cabling was done using directional boring to ensure minimal impact to both the Memorial Square and roadside nature strips, and was completed by the end of June 2013. The installation of cameras commenced during July 2013 with the testing of all equipment due to be completed by mid August 2013.

Old Beechy Rail Trail
The construction of the rail trail from Colac Station through to Mercy commenced mid July 2013 and is expected to be completed by the middle of August 2013. Council are still discussing trail alignments with Mercy Health and aim to have an agreed alignment by September 2013, following which quotations will be called for the construction through to Wilson Street.

The final preparations of tender documentation for the Beech Forest to Ferguson section and the Ditchley Gully through to Dinmont have been completed, with tenders expected to be called at the end of August 2013. This is to ensure the tenders are being considered just prior to the summer construction period commencing.

SUSTAINABLE ASSETS

National Heavy Vehicle Regulator
The National Heavy Vehicle Regulator (NHVR) is Australia's first national, independent regulator for all vehicles over 4.5 tonnes gross vehicle mass.

Based in Brisbane, the NHVR will evolve into a one-stop-shop for heavy vehicle road transport business with government across Australia.

The NHVR will administer one set of laws for heavy vehicles under the Heavy Vehicle National Law (HVNL), minimise the compliance burden on the heavy vehicle transport industry and reduce duplication and inconsistencies across state and territory borders.

To date, there has been minimal impact on local government operations. However, at its most recent meeting in May this year, the COAG Standing Council on Transport and Infrastructure (SCOTI) agreed that the Heavy Vehicle National Law (HVNL) will commence from 1 September 2013 along with the full extent of NHVR functions.

From 1 September 2013, the NHVR will be the single point of contact throughout Australia for all heavy vehicle access permit applications via the National Contact Centre and national Access Management System (AMS).

Under the HVNL, Council as a road manager cannot grant a mass or dimension authority. Instead, Council will be responsible for deciding whether to provide consent to the use of restricted access vehicles on its roads and may, when consenting, require that certain travel or road conditions be included on permits issued by the NHVR.

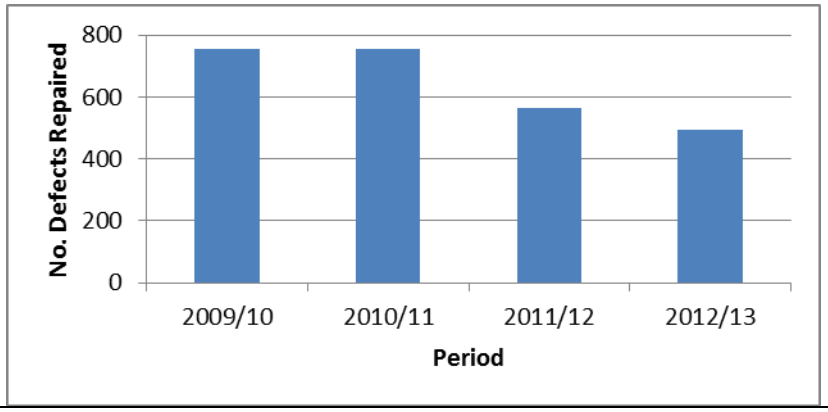
The NHVR may only grant a mass or dimension authority if:

- It is satisfied that the use of the heavy vehicle on a road will not pose a significant risk to public safety;
- Each relevant road manager has consented to the grant; and
- The NHVR is satisfied that all other consents required by local legislation have been obtained or given.

Both the Municipal Association of Victoria (MAV) and the NHVR are developing guidelines which will assist local Councils in assessing applications for access to the local road network by b-doubles or other vehicles operating at higher mass limits. Further information will be provided to Councillors once the potential impacts of this new process and the role of the NHVR is fully understood.

Routine Road and Footpath Inspections

The following is a summary of the routine road and footpath network inspections completed during the month of June 2013:

Routine Road and Footpath Inspections	All routine road and footpath inspections have been completed for the year 2012/13. In total, Council's Asset Inspection Officer inspects 133 km of footpath and close to 1,622km of local road network annually. All routine inspections are conducted in keeping with the prescribed frequencies in Council's Road Management Plan. Over this same period, Cosworks repaired 493 defects which were identified through these inspections. A total of eighty six per cent (86%) of these were repaired on time for the 2012/2013 year. The chart below shows the number of defects which have been responded to as a result of Council's proactive inspection activities. 

	While these total numbers are somewhat dependent on a range of factors such as weather, traffic impacts, etc they reflect continued downward trend in reactive based works. This highlights the effect of Council's continued commitment to funding asset renewal and maintenance.
Footpath Reconstruction Program	The 2012/13 footpath replacement program has been completed within the revised budget allocation. Close to 1,753 metres of Council's footpath network was replaced. This included identified priority areas located in Colac, Apollo Bay and Birregurra. The programme for 2013/14 is currently being developed and will be finalised in the near future in preparation for the upcoming construction season.

Building Maintenance and Capital Works

Larpent Public Hall Access Ramp	The construction of a concrete access ramp to the building has been completed. This will significantly improve access to the building and forms the first stage of improvements to this important community building. Council officers have met with members of the Larpent Hall Committee on a number of occasions and have developed a list of improvements that the Committee would like to see over time. These works will need to be prioritised against other competing demands in Council's Building Renewal Programme and may be subject to further funding from external agencies.
Cable Station Museum, Apollo Bay	This project relates to the upgrade of the Essential Safety Measures within the Cable Station Museum building to improve fire safety. All works are now complete and have involved the construction of a new access path to the entrance of the Museum, addition of new exit and emergency lighting to the building and the changeover of door hardware to ensure that it is compliant, particularly on doors which are designated emergency exits.
Rae Street Office Redevelopment	Stage 5 of the refurbishment works are nearing completion. This stage incorporates the area which was formerly occupied by Council's Sustainable Planning & Development Department. All that is required for the completion of this stage is the fit-off of office desks and other joinery works. It is expected that this will be completed towards the end of July 2013 in readiness for staff currently accommodated at 6 Murray Street to relocate.

COSWORKS

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

Minor Patching
Minor patching work is ongoing on sealed road repairs to keep up with potholes and edge breaks with granular materials.

Storm Damage
Over the past month there has been an average volume in fallen, hanging and dangerous trees due to strong winds damage. This has been spread throughout the whole of the Shire.

Road Regrading
Road regrading has been increased in all sections of the Shire due to more favourable weather conditions.

Gravel Road Resheeting
Gravel Road resheeting works were undertaken over the last month on Carsons Road, Sextons Road, Tomahawk Creek Road, Carlisle-Gellibrand Road, Upper Gellibrand Road, Barramunga-Roadknight Road, Roadknight Creek Road and Lardeners Track Road.

Routine Drainage Works
Routine Drainage works were completed during the last month in Apollo Bay, Wye River, Kennett River, Separation Creek, Skenes Creek and Marengo townships. Works have also been undertaken on Wild Dog Road, Barham River Road, Sunnyside Road, Binns Road, Benwerrin–Mt Sabine Road, Blue Johanna Road, Old Beech Forest Road, Upper Gellibrand Road, Roadknight Creek Road, Roadknight–Barramunga Road, Bellchambers Access Road, Red and Blue Johanna Roads, Denherts Track, Adams Track, Beech Forest township, Old Ocean Road, Wait a While Road, Turner Drive Road, Staffords Road, Costins Access, Creamery Road, Griffins Road, Wickhams Road, Hearn Street and Queen Street.

Sport Ovals
Mowing of the ovals continues as per program.

Tree Maintenance
Tree maintenance works were completed at Joiner Reserve, Pearlys Road, Wineshanty Road, Birregurra Parks and Johnsons Road Extension.

Street Tree Clearance under Powerlines
Street tree clearance works were undertaken during the last month in Hesse Street, Edgar Street, Quamby Avenue, The Esplanade, Pollack Street, Fyans Street, Corangamite Street, Grant Street, Airdrie Street, Thompson Street, Gellibrand Street, Ross Street, Manifold Street and Armstrong Street.

Township Mowing
Township mowing continues in accordance with the mowing program around Gellibrand, Loves Creek, Lavers Hill, Beech Forest, Apollo Bay, Marengo, Kennett River, Colac, Birregurra and Memorial Square.

Reach Arm Mowing
Reach arm mowing works were undertaken in McCalls Road and Roadknight Creek Road over the last month.

Old Beechy Rail Trail
Works undertaken over the last month on the trail included the removal of fallen trees from various locations.

Bridge Maintenance
Level 1 Bridge inspections commenced over the last month, mainly in the Otways. Howells Bridge rebuild of abutment was completed. Silks Access and Lyness Bridges have had some decking planks replaced. Works in Wye River included replacing decking screws and Kings Track reinstated collapsed abutment.

MAJOR CONTRACTS/WASTE UNIT

Colac Aerodrome Business Plan
The Colac Aerodrome Business Plan preparation is under progress utilising the funds allocated through the State Government's Putting Locals First Program (PLFP). A principal aviation consultant from GHD visited the Colac Aerodrome with his technical staff on Monday 17 June 2013 to meet with the Colac Aerodrome Committee of Management regarding their future plans and vision. Discussions were also held with Council's Planning, Infrastructure, Environment and Economic Development business units seeking their feedback.

A survey will be conducted amongst key aerodrome stakeholders exploring future opportunities, usage and demand levels. Council will be provided with the Draft Business Plan for necessary input prior to finalisation.

Western Victorian Boating Coastal Action Plan (WV BCAP) Interim Review
The Western Victorian Boating Coastal Action Plan (WV BCAP) was adopted by the Minister for Environment and Climate Change in 2010 providing the strategic framework for systematic upgrade and improvements of various boating precincts. A full review is due in late 2015, however, the Minister for Environment and Climate Change has asked the Western Coastal Board for an interim review to evaluate the effectiveness of the document.

The key issues that were considered during the interim review are:

- Examine the effectiveness of the BCAP document.
- Examine the synergy of the BCAP document with the current policy and planning directions.
- To measure the progress of upgrade works to the boating facilities in accordance to the BCAP document.
- To identify any emerging issues.
- To identify any additional issues to be taken into account during the full statutory review in 2015.

There is general agreement that the strategic directions incorporated within the BCAP document are still valid. The BCAP document is consistent with the current coastal planning directions but will be subject to continuous review and evolution. There appears to be a lack of government funding for the upgrade of various boating facilities as recommended in the BCAP document which is hindering progress on these projects. The three (3) regional facilities are Apollo Bay Harbour, Port Fairy and Torquay Fishermans Beach which are all in progress from a planning point of view. In the case of the Port of Apollo Bay Boating precinct, efforts are focussed on gaining funding for the boat ramp carpark redevelopment and associated features.

Commingled Recycling Increased
Commingled recycling from the kerbside collections and at transfer stations has increased in 2012-13 to 2,380 tonnes from 2,270 tonnes in 2011-12. This is a 5% increase over the calendar year and shows an increasing awareness on behalf of residents to recycle more. Audits carried out on kerbside recycling indicate that contamination rates are up to 14%. Visual inspections reveal that a large proportion of contamination is plastic bags and their contents.

Plastic bags cannot be manually opened, therefore, all bags and their contents end up going to landfill. Staff are currently placing information stickers on recycle bins. These will be

followed up with information flyers to households. Additional information in regard to recycling will be included with the waste calendars which are to be distributed late July 2013.

Organics Recycling increases for 2012/13
Kerbside collections of organic material increased in 2012-13 by approximately 7% to 2,190 tonnes from 2,050 tonnes in 2011-12. Green organic bin material only includes plant material and food waste. Approximately 40 bins were rejected throughout the year due to being too heavy to lift. Bins being too heavy to lift are usually the result of either:

- Being full of wet green grass clippings which are very heavy in the spring and autumn.
- Having dirt placed in the organics bin – dirt should not be placed in the kerbside bins.

Kerbside Bin Audits
Kerbside bin audits of garbage bins will be carried out in late July 2013 by Auditors contracted through the Barwon Regional Waste Management Group (BRWMG). This is the second phase on the audit process and is being carried out in an effort to understand what items people are placing in their garbage bins which can be recycled. One hundred bins will be selected at random in the Colac area. All material once audited will then be destroyed.

Waste Education Material
Calendars and waste brochures for the 2013-14 year have been printed and distribution is expected to commence by the end of July 2013.

Tenders
Tenders opened since the last reporting period:
1317 – Forrest Mountain Bike Trails Strategic Plan

Tenders awarded since the last reporting period:
1311 – External Plant Hire – to Panel of Contractors
1312 – Annual Supply of Concrete Works – to Panel of Contractors
1313 – Provision of Loan – to Commonwealth Bank of Australia

Expressions of Interest awarded since the last reporting period:
EOI 1314 – Bluewater Fitness Centre Redevelopment – to Panel of Companies

Tenders advertised since the last reporting period:
1320 – Consultancy Services – Workforce & Industry Development closed 17 July 2013

Major Quotations opened since the last reporting period:
Q2012/13-43 – Annual Weed Management Program
Q2012/13-47 – Alvie Landfill Rehabilitation Plan

Major Quotations awarded since the last reporting period:
Q2012/13-41 – Sealed Road Condition Survey – to Infrastructure Management Group
Q2012/13-42 – Marengo, Beeac & Cressy Landfill Monitoring – to GHD
Q2012/13-43 – Annual Weed Management Program – to Assassins Weed & Vermin Control

Major Quotations advertised since the last reporting period:
Q2012/13-47 – Alvie Landfill Rehabilitation Plan, closed 3 July 2013.

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 2 (13 Lots)	Construction commenced on Stage 2 in June 2013 with drainage works and some road excavation completed.
Wyuna Estate Stage 12 (18 Lots)	A final inspection of civil works was undertaken on 28 June 2013. Some minor work remains to be done to achieve completion with subdivision compliance expected late July 2013.
98 Beal Street Birregurra (6 Lots)	Work commenced on the road extension and turning circle in Edmundson Street, Birregurra.
Mingawalla Road Beeac Stage 3 (reserve & 21 lots)	Works are nearing completion on Stage 3 of this subdivision. Twelve lots and a reserve fronting Main Road, Beeac, have widening of the road with kerbing, driveways and drainage constructed. Shoulder sealing is expected to be completed when better weather prevails.

Colac Livestock Selling Centre Roof Construction
Council engaged MKM Constructions to undertake the Colac Livestock Selling Centre Roofing project which is a design and construct contract.

The design work has been done and is currently being processed for compliance with the building surveyor. Works are scheduled to commence on site prior to the start of August 2013 with excavation and pouring of the concrete footings. The saleyards will be operational during the construction period.

Cleaning Services
Colac Cleaning Services Pty Ltd commenced the new cleaning contract on 1 July 2013. The contract has an initial two (2) year term and includes cleaning of municipal buildings, public conveniences and barbecues.

SUSTAINABLE PLANNING and DEVELOPMENT

PLANNING & BUILDING

Development of Bushfire Local Planning Policy
The consultant met with Council officers and the CFA on 3 June 2013 to further discuss the key issues and agree on preferred directions for each town being considered by the project. It is anticipated that a draft report will be prepared around July/August of this year.

State Native Vegetation Reforms
Council officers have written to the State Planning and Environment Ministers seeking clarification on the implications for Council's environmental overlays following the State Government's announcement on 22 May 2013 on the introduction of new state-wide planning provisions relating to native vegetation, to come into effect in September 2013.

Council has also written to the Government requesting that it update Council's mapping of the Vegetation Protection and Environmental Significance Overlays based on the new mapping being introduced at a State level, implementing a resolution from the June 2013 Council meeting.

Great South Coast Draft Regional Growth Plan
The draft Regional Growth Plan (RGP) for the Great South Coast (GSC) region was on public exhibition up to 5 July 2013. Officers have lodged a submission on behalf of Council that broadly supports the Plan subject to some minor comments. Whilst Colac Otway Shire is within the Great South Coast regional grouping, it has been excluded from the development of the RGP on the basis that Council has already been included in the G21 Regional Growth Plan adopted in 2012. The Plan is broadly consistent with the directions of the G21 Plan.

Planning Scheme Amendment C72
Following resolution from the June Council meeting, Amendment C72 has been split in two parts. The adopted Part 2 relating to the implementation of the Colac and Apollo Bay Car Parking Strategy has been finalised and forwarded to the Planning Minister for approval. A panel has been requested to be appointed to hear submissions to Part 1 relating to implementation of the Colac CBD and Entrances Project.

Places of Public Entertainment (PoPEs)
The State Government has announced that the Building Regulations concerning permit requirements for Places of Public Entertainment (PoPEs) have been amended with the aim of removing PoPE permit requirements for events of less than 5,000 patrons and on sites larger than 500sqm run by community or 'not-for-profit' organisations. These changes are welcomed by Council. The local government industry has advocated for several years that the Government review the regulations to minimise the impact of the requirements on small scale community events. Officers will be advising known event operators of the new requirements once firmer details of the changes are known, and will publish the changes in local newspapers to ensure the public is aware of the benefits of the changes.

Approval of Amendment C69 (Rural Living Strategy & Forrest Structure Plan)
The State Government has announced the approval by the Planning Minister of Amendment C69, which implements the outcomes of the Rural Living Strategy and Forrest Structure Plan. The approval of the amendment means that several properties throughout the Shire will be undergoing a rezoning, including expansion of the township boundaries at Coragulac, and in limited circumstances a Restructure Overlay has been introduced to pockets of undersized rural allotments.

This is a significant milestone given the widespread benefits of many of the changes to individual land holders. Council had adopted the amendment at its meeting in January 2013.

G21 Regional Growth Plan - Draft Implementation Plan
The draft Implementation Plan for the G21 Regional Growth Plan (RGP) is on public exhibition from 1 July 2013 to 9 August 2013. The plan incorporates:

- a regional level Infrastructure Plan, identifying projects important to supporting the region’s growth and provision of jobs
- a strategic housing incentives action plan and residential and industrial land supply analysis for the region and key centres
- analysis of the two Further Investigation Areas identified in the G21 Growth Plan for medium to longer term growth of Geelong.

One of five open houses being provided for the public to find out more about the Plan is to be held from 4-7pm on 31 July 2013 at COPACC, Rae Street, Colac. Copies of the draft Implementation Plan can be accessed on the G21 web site or at Council's customer service centres.

Apollo Bay Harbour Precinct Master Plan
Officers are finalising the revised Master Plan prepared by Meinhardt for the Harbour Precinct in Apollo Bay (based on the 2008 Enquiry by Design process but without the hotel and health and wellbeing centre component), in preparation for Council consideration at the August 2013 Council meeting. Council will be asked in August 2013 to consider exhibiting the revised Master Plan with a Planning Scheme Amendment which incorporates the plan into the Planning Scheme. A Community Reference Group meeting is being held on 30 July 2013 to inform community members of the amendment.

Swimming Pool Audit
Council's Building Department is in the process of finalising an audit of all swimming pools and outdoor spas in the Shire. Under State Building legislation, all swimming pools and outdoor spas are required to comply with requirements relating to barriers that prevent drowning, particularly of children. The last comprehensive audit of swimming pool/spa barriers was undertaken in 2009. The audit has revealed a high rate of non-compliances with barrier requirements, and officers are working with land owners to bring the sites into compliance. The audit will require on-going follow-up inspections over the next few months, and in some instances formal enforcement action, including prosecution, could result.

ENVIRONMENT & COMMUNITY SAFETY

Local Law Review
The public comment period for the revised versions of Local Laws 1, 2 and 3 closed on 24 May 2013. In total there were twelve written submissions made to Council that raised issues regarding Local Laws 1 & 2. Of the twelve submissions received there were two that identified issues relating to Local Law 1 and twelve that identified issues relating to Local Law 2. No submissions were received regarding Local Law Number 3. The submissions related to events, waste management, the numbers of domestic animals people can keep on the property and burning off.

The submissions have been examined carefully by the Local Law Review Steering Committee and a number of changes will be made in the recommendation to Council as a result of the feedback received in the submissions. The aim is to have a final draft of the revised Local Laws submitted to Council for adoption in August 2013.

Whilst the timeline will be followed as closely as possible, it should be recognised that by reviewing the local laws well before the statutory deadlines, additional time can be taken to complete the process if required to effectively address any issues that may arise.

Climate Resilient Communities of the Barwon South West Project
Colac Otway Shire successfully applied for a $600,000 grant on behalf of 10 municipalities through the Victorian Sustainability Accord. The aim of the project is to assist ten South West Victoria municipalities (and partners) to build capacity to manage risks and build resilience to extreme climate events. The first phase of the project is underway and strategic discussions will be held with 10 municipalities in August 2013 to identify the key risks for Councils to extreme climate events. Once this has been completed the information will be collated into 10 municipal reports and one regional report. The findings will provide the basis for the work that will be undertaken in phase two of the project.

Relief and Recovery Project
Council received a $30,000 grant through the National Disaster Resilience Scheme to undertake a project across three municipalities to help improve Relief and Recovery planning and capacity. A Project Support Officer has been appointed to help coordinate a series of workshops that will be run to help the three Councils review and enhance their respective Relief and Recovery Plans and then undertake a joint training exercise involving the activation of an Emergency Relief Centre. The project is expected to be completed in early 2014.

ECONOMIC DEVELOPMENT

Colac Marketing Strategy
Fifteen people attended the 'Colac Open Day' held on 30 June 2013. The Open Day was a follow up to the Regional Living Expo where people who expressed an interest in Colac Otway Shire were invited to join us for a reception and lunch with Councillors, Council staff and key local business and community people. The event included a tour of Colac showing the potential new residents the key areas of Colac including Lake Colac, Botanic Gardens, residential and industrial areas, education, health and recreation facilities and a trip to Red Rock Reserve, Alvie.

Feedback from the Open Day was positive with two families confirming their commitment to moving to Colac. One family mentioned that the selling point for Colac was the bus service to Deakin University for their son. Other feedback indicated that the comparative cost of housing and the quieter environment are key factors.

Visitation statistics for the Colac 'Life your way' website have gradually grown over the month of June 2013. This is a result of the advertising on WIN TV and on buses within Melbourne. Over 300 people have viewed the Colac website, with over 200 of those people living in Melbourne. On 5 June 2013 the Colac advertisement was played on WIN TV during the half time break of the NRL State of Origin. This resulted in 56 views of the website that day.

Business Development
A funding application to the State Government through the 'Streetlife Program' will be submitted in July 2013 focussing on marketing and social media for retail business. The project will include training that will cover current marketing trends and initiatives, assistance on developing marketing plans and one-on-one training for business owners on setting up and running social media platforms for marketing. The State Government will fund 80% of the total project cost with Council to fund the remaining 20%.

Business visits will be held in July 2013 focusing on Colac 'Life your way'; the Advancing Country Towns Workforce and Industry Development program and the Sportsaccess program. Rachel Wood from South West Local Learning and Employment Network (SWLLEN) will also attend a number of business visits with Economic Development staff to promote two new pre employment programs that the SWLLEN has developed.

Tourism
Colac Visitor Information Centre June 2013 visitation was slightly up on the previous year servicing 2,244 customers. Staff have been pleased with the number of local people in the Centre registering for the new Otways 'Love Our Region' cards. International trends have shown more visitors arriving from Singapore and Germany. Interstate trends suggest more travellers are coming from South Australia and Queensland. Phone calls continue to decline whilst email enquiries remain steady.

Commencing at the start of the new financial year, Centre staff will be asking all visitors their place of origin to improve our knowledge and assist in planning for service improvements. Prospective new residents will also be asked to complete a short survey to assist economic development planning.

The Great Ocean Road Visitor Information Centre had a total of 7,517 visitors in April 2013, a 12% increase on the previous year. Phone statistics were down by 9% along with e-mails down 32%. The main phone and email enquiries have been for accommodation as well as general Great Ocean Road information. Retail sales were up by 13% compared to the previous year although Otway Fly and Cape Otway Lightstation ticket sales were down.

The centre has experienced a considerable increase in international travellers during the month from Asian countries such as China, Taiwan and Hong Kong. Interstate visitors were travelling from New South Wales, Queensland and South Australia.

There have been several whale sightings along the coast throughout the past couple of months, the whale flag has been flying high outside the Centre and Facebook whale sighting posts have been well received amongst locals.

The Tourism Development Officer has begun rolling out our visiting friends and relatives campaign called 'Love Our Region'. The campaign aims to increase local residents' awareness of visitor related products and experiences in the Colac Otway Shire and to build community pride. Campaign advertising has started in the Colac Herald, via a post card mail out to 8,780 local households, on ACE radio and on the Colac Otway Shire, Great Ocean Road Visitor Information Centre and 'Love Our Region' Facebook pages.

Cape Otway Light Station and Otway Fly staff will join the Tourism Development Officer, to operate street displays in Colac and Apollo Bay to further communicate the campaign message and to drive 'Love Our Region' membership. All 'Love Our Region' advertising will encourage residents to visit either the Colac or Apollo Bay Visitor Information Centres to register for campaign promotions, prizes and giveaways.

In the first 10 days of the 'Love Our Region' campaign, over 130 residents have joined as members and the 'Love Our Region' Facebook page has received over 100 likes. The Facebook page now has the potential to reach 4,476 Facebook users every time there is a post. The most popular post was viewed by 2,488 Facebook users and was shared 25 times on other Facebook pages.

Otways Tourism now has a micro site (www.visitotways.com) which will run via the Great Ocean Road (GOR) consumer site. It was launched on 21 June 2013 in conjunction with the 'Love Our Region' campaign TV advertising.

The WIN advertisements will initially run three weeks and then screen again for three weeks prior to the September school holidays. These advertisements have now also been uploaded to Council's tourism YouTube channel, and to date each has received over 250 views.

The 'In Transit Media' Melbourne bus line advertising has also commenced. With advertisements running for three months to August 2013. In Transit Media operates digital TV bus advertising throughout the CBD in addition to the western and southwestern districts of Melbourne. The two 30 second ads will screen together with Council's 'Life Your Way' campaign and an Otway Fly advert, on 87 buses two to four times per hour. The advertisements screened 4,584 times in June to approximately 60,214 commuters.

Small Towns Improvement Program (STIP)
Following a detailed assessment and selection process, six projects were endorsed by Council for the 2013/14 round of STIP funding. Three projects, Kawarren Community Precinct, Birregurra Roadknight Street pathway and the Apollo Bay Foreshore Gazebo projects have been flagged as eligible for State Government matching funds. Other projects approved were the Carlisle River, Public Street Tree and Vegetation Management Plan, Cressy Discovery Trail Signage Upgrade and the Beech Forest Main Street Public Art Installation.

Forrest Mountain Bike Strategy
The Forrest Mountain Bike Strategy Project attracted submissions from nine consultancy companies. A short list of three was developed and following interviews a reputable experienced company has been appointed to carry out the project. The details of the successful applicant will be advised once the recruitment process has been finalised and all applicants advised of the outcome.

This project is a partnership between Colac Otway Shire, Department of Environment and Primary Industry and Regional Development Victoria, to plan for the future development of the Forrest Mountain Bike trails and the township of Forrest.

Advancing Country Towns (ACT)
The tender for the Skills and Workforce Audit and Workforce Development Planning facets of the Advancing Country Towns program will close in July 2013. The project is scheduled to commence in August with the Skills Audit due for completion in December 2013. The 15 enterprise level workforce plans are due for completion before the end of the 2013/2014 final year.

A draft partnership agreement has been drawn up between Colac Otway Shire and Glastonbury Child and Family Services, to enable the transfer of funds for the Better Services, Early Years and Families initiative.

Attachments
Nil

Recommendation(s)

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

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OM132407-2 SCHEDULING OF COUNCIL MEETINGS - 2013

AUTHOR:	Rhonda Deigan	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	F11/759

Purpose
To rescind a resolution passed by Council on 7 November 2012 setting the meeting dates and times for 2013 Ordinary Council meetings and to seek Council endorsement of a new meeting schedule for the remainder of 2013.

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

Background
As a new Council, Councillors adopted the 2013 meeting dates, times and venues at its Statutory meeting held on 7 November 2012. It was decided at this meeting to continue with the current practice of holding workshops and briefings on the second and fourth Wednesday of each month, with Planning Committee meetings to be held on the second Wednesday and Ordinary Council meetings on the fourth Wednesday. Council has since reviewed this current arrangement and has decided to trial holding briefings and workshops every Wednesday afternoon from 3.00pm to 6.00pm. Planning Committee and Ordinary Council meetings would commence from 5.00pm on the second and fourth Wednesday respectively.

Council Plan / Other Strategies / Policy
Good Governance
means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
The current arrangement requires Councillors and officers to commit to two full days, and often one evening, each month. This has led to a conflict with Councillors' employment commitments and their availability to attend workshop presentations. Councillor briefings and workshops are an important component in a suite of tools used by Councillors and Council officers to communicate on a broad range of issues. It is therefore desirable that all Councillors have the opportunity to attend these briefing sessions. Community members with work commitments have also found it difficult to attend Council meetings held during the day.

Proposal
That Council holds briefings and workshops every Wednesday afternoon from 3.00pm for the remainder of 2013, commencing with the first Wednesday in August, being 7 August 2013. Ordinary Council meetings will be held from 5.00pm on the fourth Wednesday of the month, with the August 2013 meeting to be held in Birregurra and the November 2013 meeting to be held in Apollo Bay.

It is expected that the Planning Committee would rescind its previous resolution with respect to the holding of Planning Committee meetings in 2013 and resolve to hold future meetings from 5.00pm on the second Wednesday of each month.

On the afternoons when there is no Planning Committee meeting or Ordinary Council meeting scheduled, the workshops will be held from 3.00pm to 6.00pm.

Financial and Other Resource Implications
It is not anticipated that there will be significant financial implications with respect to this proposal, however Council officers will be required to work additional hours to accommodate the scheduling of evening briefings and meetings.

Risk Management & Compliance Issues
There are no significant risk management issues associated with this proposal, however it must be noted that there will be occasions when Councillors and Council staff will be required to commute during the evening hours.

Environmental and Climate Change Considerations
There are no expected environmental and climate change considerations with respect to this proposal.

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 inform and include an advertisement in local media and notification on the Colac Otway Shire Council website.

Implementation
Should the recommendation be adopted by Council, it is expected that the new meeting arrangements will commence on 7 August 2013. Venue and catering arrangements would be revised to accommodate the change of times and additional days. The Planning Committee would be required to rescind the resolution with respect to the holding of Planning Committee meetings and to resolve to change their meeting times as outlined above.

Conclusion
The current schedule of briefings and Council meetings has meant that some Councillors have missed valuable briefings and/or presentations. It is anticipated that the holding of more frequent and shorter briefings and workshops will make it easier for Councillors to attend without significant impact on their professional careers. It is also hoped that the scheduling of Ordinary Council and Planning Committee meetings to commence at 5.00pm will provide for greater community inclusiveness and participation.

Attachments
Nil

Recommendation 1

That Council rescinds the resolution from its Statutory Council Meeting held on 7 November 2012 with respect to the scheduling of 2013 Ordinary Council meetings as follows:

"That Council:

1. ***Confirms the meeting dates, times and venues for Ordinary Council meetings for the remainder of 2012 as:***
   - ***Wednesday, 28 November 2012 at 3.00pm, at COPACC, Colac***
   - ***Wednesday, 19 December 2012 at 3.00pm, at COPACC, Colac***

2. ***Confirms the meeting dates, times and venues for the 2013 Ordinary Council meetings as:***
   - ***Wednesday, 23 January 2013 at 5.00pm, at COPACC, Colac***
   - ***Wednesday, 27 February 2013 at 5.00pm, COPACC, Colac***
   - ***Wednesday, 27 March 2013 at 5.00pm, at COPACC, Colac***
   - ***Wednesday, 24 April 2013 at 3.00pm, at COPACC***
   - ***Wednesday, 22 May 2013 at 3.00pm, at Apollo Bay Senior Citizen's Centre, Apollo Bay***
   - ***Wednesday, 26 June 2013 at 3.00pm, at COPACC, Colac***
   - ***Wednesday, 24 July 2013 at 3.00pm, at COPACC, Colac***
   - ***Wednesday, 28 August 2013 at 3.00pm, at Birregurra Community Health Centre***
   - ***Wednesday, 25 September 2013 at 3.00pm, at COPACC, Colac***
   - ***Wednesday, 23 October 2013 at 3.00pm, at COPACC, Colac***
   - ***Wednesday, 27 November 2013 at 3.00pm, at Apollo Bay Senior Citizen's Centre, Apollo Bay***
   - ***Wednesday, 18 December 2013 at 3.00pm, at COPACC, Colac.***

3. ***Confirms the date for the Colac Otway Shire Statutory Meeting as the 13 November 2013.***

4. ***Notes the meeting dates, times and venues for the Planning Committee meetings, if required, for the remainder of 2012 as:***
   - ***Wednesday, 14 November 2012 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 12 December 2012 at 10.30am, at COPACC, Colac.***

5. ***Notes the meeting dates, times and venues of 2013 Planning Committee meetings, if required, as:***

   - ***Wednesday, 16 January 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 13 February 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 13 March 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 10 April 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 8 May 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 12 June 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 10 July 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 14 August 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 11 September 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 9 October 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 13 November 2013 at 10.30am, at COPACC, Colac***
   - ***Wednesday, 11 December 2013 at 10.30am, at COPACC, Colac***

   Note that these dates will need to be confirmed by the Planning Committee."

Recommendation 2
That Council:

1. ***Confirms the meeting dates, times and venues for Ordinary Council meetings for the remainder of 2013 as:***

   - ***Wednesday, 28 August 2013 at 5.00pm, at Birregurra Public Hall***
   - ***Wednesday, 25 September 2013 at 5.00pm, at COPACC, Colac***
   - ***Wednesday, 23 October 2013 at 5.00pm, at COPACC, Colac***
   - ***Wednesday, 27 November 2013 at 5.00pm, at Apollo Bay Senior Citizen's Centre, Apollo Bay***
   - ***Wednesday, 18 December 2013 at 5.00pm, at COPACC, Colac.***

2. ***Confirms the date for the Colac Otway Shire Statutory Meeting as the 13 November 2013.***

3. ***Notes the meeting dates, times and venues for Planning Committee meetings for the remainder of 2013, if required, as:***

   - ***Wednesday, 14 August 2013 at 5.00pm, at COPACC, Colac***
   - ***Wednesday, 11 September 2013 at 5.00pm, at COPACC, Colac***
   - ***Wednesday, 9 October 2013 at 5.00pm, at COPACC, Colac***
   - ***Wednesday, 13 November 2013 at 5.00pm, at COPACC, Colac***
   - ***Wednesday, 11 December 2013 at 5.00pm, at COPACC, Colac***

   Note that these dates will need to be confirmed by the Planning Committee.

4. ***Notes that Councillor workshops and briefings will be held every Wednesday afternoon from 3.00pm for the remainder of 2013.***

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CORPORATE AND COMMUNITY SERVICES

ITEM	
OM132407-3	INSTRUMENT OF DELEGATION - OLD BEECHY RAIL TRAIL COMMITTEE
OM132407-4	GUARANTEE OF COMMUNITY LOANS POLICY
OM132407-5	COUNCIL POLICY REVIEW
OM132407-6	OPERATIONAL PLAN 2013-2014
OM132407-7	RENEW LEASE - COLAC CENTRAL BOWLING CLUB - 115-129 WILSON STREET, COLAC
OM132407-8	COLAC OTWAY SHIRE PUBLIC HEALTH AND WELLBEING PLAN 2013 - 2017
OM132407-9	COLAC OTWAY ACTIVE TRANSPORT STRATEGY
OM132407-10	S86 COMMITTEE MEMBERSHIP

OM132407-3 INSTRUMENT OF DELEGATION - OLD BEECHY RAIL TRAIL COMMITTEE

AUTHOR:	Colin Hayman	ENDORSED:	Rob Small
DEPARTMENT:	Corporate & Community Services	FILE REF:	11/96037

Purpose
To endorse the Instrument of Delegation for the Old Beechy Rail Trail Committee and review exemptions in place with respect to provisions to submit a Primary Return or an Ordinary Return.

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

Background
At the Council meeting on 22 May 2013, Council resolved:

"That Council defers the Instrument of Delegation for the Old Beechy Rail Trail Committee to allow discussions to occur between Council officers and the committee and for a subsequent workshop to be held with Councillors."

Discussions have occurred with the Old Beechy Rail Trail Committee and Councillors have been advised of the suggested changes at a Councillor Workshop. Following the Councillor Workshop a few additional minor changes were made. These changes were discussed and agreed with the Chairperson of the Committee.

Council has in place a number of section 86 and other committees that have been established to manage a Council facility or have been established for a specific purpose.

Under section 86(7) of the *Local Government Act* (the Act) these committees are classed as Special Committees.

"A committee that exercises a power, or performs a duty or function, of the Council that has been delegated to that committee under any Act is a special committee for the purposes of this Act."

Each of the committees has an Instrument of Delegation which sets out the functions, duties or powers of the committee.

Under section 86(6) of the Act, Council is required to *"review delegations to a Special Committee in force under this section within the period of 12 months after a general election."*

Council Plan / Other Strategies / Policy
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means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Council has a policy "Section 86 Committees" in place. The policy provides guidance to the various Special Committees.

Issues / Options
Review of Instrument of Delegation
As per the Act, delegations to a Special Committee need to be reviewed within the period of 12 months after a general election.

All of the current Instrument of Delegations to the various committees have been reviewed.

As part of the current review, information received from the Delegation and Authorisations Service provided by Maddocks Lawyers has been taken into account.

As a result of discussions with the Old Beechy Rail Trail Committee further changes have been made to the Instrument of Delegation to clarify the responsibilities of the Committee.

This is in addition to the changes previously noted in the May 2013 Council agenda:

- Under section 2.3.1*"two representatives from the Lavers Hill & District Progress Association"* has been added.
- Under section 2.3.2 – "*Department of Sustainability and Environment"* has been changed to "*Department of Environment and Primary Industries (DEPI)".*
- Under section 6.1.1 the following has been added:

  "6.1.1 Minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee."

As a result of the discussions clause 5.9 of the Instrument has been revised:

"5.9 Make recommendations to Council in relation to:

5.9.1 an annual indicative works program be submitted by the Committee;

5.9.2 contracts, licences and leases to be entered into for the management and maintenance of the Old Beechy Rail Trail;

5.9.3 monitoring behavior and withdrawing invitations to enter the Old Beechy Rail Trail;

5.9.4 planning and other policy matters affecting the Old Beechy Rail Trail;

5.9.5 accepting the grant of the benefit of easements in favour of Council with respect to the Old Beechy Rail Trail; and

5.9.6 maintenance and major works on the Old Beechy Rail Trail."

Following the Councillor Workshop on Wednesday 12 June 2013 where the Instrument of Delegation was discussed, further minor changes have been made:
Clause 2.4.4 - additional words *"subject to the agreement of Council"* have been added.

Clause 2.5 – minor changes to wording.
Clause 5.13 – "hazards" has been added.

Membership of Committees
Section 86 of the *Local Government Act 1989 provides for the establishment of special committees of:*

(a) Councillors;
(b) Council Staff;
(c) other person; and
(d) any combination of (a), (b) and (c) which may be the subject of delegations.

Other Instruments of Delegation
This report only considers the Instrument of Delegation to the Old Beechy Rail Trail Committee.

Council has previously considered:

"Instrument of Delegation to the Chief Executive Officer"
"Instrument of Delegation to Members of Council Staff"
"Instruments of Delegation to various s86 Committees".

Conflict of Interest
Under section 78B(3)(b) of the Act a person does not have an indirect interest because of a conflicting duty if –

(b) the person only holds a position in a not-for-profit organisation for which the person receives no remuneration and the person was appointed to the relevant special committee of the Council to be a representative of the non-for-profit organisation.

Submission of a Primary Return or an Ordinary Return
Under section 81(2A) of the Act:

"A Council may exempt a member of a special committee who is not a Councillor from being required to submit a primary return or an ordinary return."

Under section 81(2B) of the Act:

"The Council must review any exemptions in force under subsection (2A) within the period of 12 months after a general election."

Proposal
That Council resolves to sign and seal the revised Instruments of Delegation for the Old Beechy Rail Trail Committee.

That Council confirms the exemptions provided to members of the Committee that they are not required to submit a primary or ordinary return.

Financial and Other Resource Implications
There are no additional costs relating to this item.

Risk Management & Compliance Issues
Risk Management documentation is provided to the committee to assist it in the management of the Rail Trail.

Under the *Local Government Act* Council is required to review delegations to Special Committees within the period of 12 months after a general election.

Council is also required to review any exemptions in place re the submission of a primary or an ordinary return.

Environmental and Climate Change Considerations
There are no environmental considerations applicable.

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 has been to consult. Following the May 2013 Council Meeting, discussions were held with the Old Beechy Rail Trail Committee. Council was also briefed at the Council Workshop on 12 June 2013.

A copy of the revised Instrument of Delegation will be forwarded to the Committee once adopted.

Implementation
Once the Instrument of Delegation has been signed and sealed, updated copies will be included in the register that is required to be kept.

Conclusion
Council is required under the *Local Government Act* to review delegations to Special Committees within the period of 12 months after a general election.

Council is also required to review any exemptions in place regarding the submission of a primary or an ordinary return.

Council's Committees that manage various facilities on Council's behalf provide a valuable service for the community and assist Council in managing and monitoring community assets.

Attachments
1. Instrument of Delegation - Old Beechy Rail Trail Committee

Recommendation(s)
That Council:

1. ***Signs and seals the Instrument of Delegation for the Old Beechy Rail Trail Committee.***

2. ***In accordance with section 81(2A) of the Local Government Act 1989, resolves to exempt members of the Old Beechy Rail Trail Committee from being required to submit a Primary or Ordinary "Register of Interest" Return.***

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OM132407-4 GUARANTEE OF COMMUNITY LOANS POLICY

AUTHOR:	Colin Hayman	ENDORSED:	Rob Small
DEPARTMENT:	Corporate & Community Services	FILE REF:	11/96037

Purpose
The purpose of this report is to seek Council endorsement of the Draft "Guarantee of Community Loans Policy" and seek public comment for a period of not less than six (6) weeks.

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

Background
At the Audit Committee meeting held on 5 December 2012 the following resolution was passed with respect to the development of a policy.

Resolution
"That the Audit Committee recommends to Council that it:

1. *Develops a policy position on whether it is acceptable to act as guarantor for community or other organisations.*
2. *Develops a policy and guidance on the procedures and monitoring mechanisms for the occasion where Council does act as guarantor. This policy should also seek to address Council's appetite and decision making process, along with associated rules and procedures for providing loan funds to community and other organisations.*
3. *In considering the support of community organisations through a loan or acting as a guarantor, all available options must be detailed and considered before a decision is made by Council to provide such support to community organisations.*

That the Audit Committee receives a further report with regard to the development of a policy and guidance on the procedures and monitoring mechanisms."

A draft policy was considered at the Audit Meeting on 3 April 2013 and again on 25 June 2013.

At the Audit Committee meeting on 25 June 2013 the following resolution was passed:

"That the Audit Committee recommends to Council that they consider the Guarantee of Community Loans (as amended) Policy."

Council Plan / Other Strategies / Policy
Good Governance
means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
As a result of discussions at the Audit Committee and a number of issues, the development of a policy to provide guidance on whether Council should act as guarantor for community or other organisations was seen as an important step.

At the present time there is no policy or guidance on the procedures or monitoring mechanisms for the occasion where Council does act as guarantor.

The policy also needs to address Council's appetite and decision making process, along with associated rules and procedures for providing loan funds to community and other organisations.

It is important that when considering the support of community organisations, all available options must be detailed and considered before a decision is made by Council to provide any support.

There are three options being presented:

Option 1 Endorse the Draft Guarantee of Community Loans Policy and seek public comment for a period not less than six (6) weeks.
Option 2 Not endorse the Draft Policy and direct officers to make changes.
Option 3 Not endorse the Draft Policy.

Option 1 is the preferred option as the policy has been developed and redrafted taking into consideration feedback from the Audit Committee.

Proposal
It is proposed that Council endorses the Guarantee of Community Loans Policy and seeks public comment for a period of not less than six (6) weeks.

Financial and Other Resource Implications
The policy provides a framework for the approval of a Council Loan or for Council to act as a Loan Guarantor for community organisations that wish to self-fund capital asset projects on Council owned or controlled property.

Risk Management & Compliance Issues
As noted in the policy, the intent of the policy is to specify the necessary criteria for approval of loan guarantees for community organisations, whilst limiting Council's exposure to potential loss.

Environmental and Climate Change Considerations
Not applicable.

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 to date has been to consult and involve the Audit Committee in the development of the Draft Policy.

The next stage of the process would be to inform and consult the community on the draft policy.

Implementation
Once the draft policy has been endorsed by Council, there will be a consultation process for a period of at least six (6) weeks.

Following the period of consultation any final comments will be considered and the final policy will be presented to Council for adoption.

Conclusion
The policy provides a framework for the approval of a Council Loan or for Council to act as Loan Guarantor for community organisations, whilst limiting Council's exposure to potential loss.

Attachments
1. Draft Guarantee of Community Loans Policy

Recommendation(s)

That Council endorses the Draft Guarantee of Community Loans Policy for release for community comment for a period of not less than six (6) weeks.

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OM132407-5 COUNCIL POLICY REVIEW

AUTHOR:	Colin Hayman	ENDORSED:	Rob Small
DEPARTMENT:	Corporate & Community Services	FILE REF:	11/96037

Purpose
The purpose of this report is for Council to consider and adopt a number of revised Council policies.

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

Background
Over a number of months a thorough review has been undertaken of a number of Council policies.

This report includes the policies that have been reviewed by staff and Executive to date. Copies were also provided to Councillors and discussed at the Council Briefing on 26 June 2013.

Attached to this report are the policies that have been reviewed to date:

2.4 Confidential Information
2.5 Community Engagement
2.6 Customer Service Policy/Guidelines
4.2 Council Property Leasing
4.3 Sale and Exchange of Council Land
6.2 Funding Advances to Community Organisations
6.3 Donations – Miscellaneous
6.4 Council Support to Neighbourhood Houses
7.4 Equal Employment Opportunity
9.1 Off-Loading of Livestock at the Colac Livestock Selling Centre
10.1 Maternal and Child Health Services
11.1 Rates Assistance to Community Groups
11.4 Assistance to Rates Debtors in Hardship
11.5 Residential Properties deemed to be Not Rateable as used for Charitable Purposes
12.2 Skatepark Events and Hire
12.3 Playground Maintenance and Improvement
12.5 Use of the Old Beechy Rail Trail by Recreational Vehicles
12.6 Fencing for Events
13.9 Event Road Closure Consultation and Communication
15.2 Section 86 Committees
16.3 Investment
18.2 Information Privacy
18.4 Pre-Election Caretaker
18.5 Councillor Support
18.6 Audio Recording of Council Meetings

18.8 Council Committees
18.9 Gifts, Benefits and Hospitality
18.10 Casting Vote Guidelines
18.11 Community Reference Group Membership
20.1 Environmental Sustainability.

The balance of the Council policies will be presented to Council for consideration at a future meeting.

Council Plan / Other Strategies / Policy
Good Governance
means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

The review of Council policies was included in the Council Plan 2009/2013 as a key action and is also included in the 2013/2014 Operations Plan.

Issues / Options
Policies Previously Updated
At the April 2013 Council meeting 3 revised policies were adopted by Council:

Policy No 7.3	Risk Management
Policy No 16.1	Internal Audit
Policy No 16.2	Fraud Prevention and Control.

At the May 2013 Council Meeting, Policy 3.2 Procurement was adopted by Council.

Change to Policies
A number of changes have been made to all policies:

(a) Council Policy header
(b) Council Plan reference has been deleted as not required
(c) A table has been added to the end of each policy which provides details of the date of adoption and the date of any amendments to the policy.

As well as these changes, there have been formatting changes made to improve readability of the policies. A copy of both the tracked changes version and revised policy are attached.

Policy No 2.4 – Confidential Information
- Change to introduction.
- Addition of clause 3.13 re. Legal Advice.

Policy No 2.5 – Community Engagement
- Minor changes.
- Addition of Planning Scheme Amendments to table under 6.1.4.

Policy No 2.6 - Customer Service Policy/Guidelines
- Inclusion of the Vision and Mission from the new draft Council Plan under clause 2.
- Inclusion of details re each of Council's Values under clause 2.

- As a result of the installation of the new phone system clause 7(1) has been adjusted.
- The standards in Appendix 1 have been adjusted to reflect current practices.
- Appendix 2 has been changed extensively to reflect the new phone system and current practices.

Policy No 4.2 – Council Property Leasing
- Minor changes.
- Addition of note under 8.14(c) re. political advertising.

Policy No 4.3 – Sale and Exchange of Council Land
- The details from the Best Practice Guidelines have been deleted from the Policy.
- Clause 3 provides details re the Guidelines.
- Clause 3.1 Legislative Requirements has been updated.
- Addition under clause 3.5 where it is recommended that land is sold for less than market value.

Policy No 6.2 – Funding Advances to Community Organisations
- Addition under clause 2 of details regarding the Small Equipment and Training category and the Festival and Events Support Scheme.

Policy No 6.3 – Donations – Miscellaneous
- Clause 2 (d) & (c) have been updated.

Policy No 6.4 – Council Support to Neighbourhood House
- Clause 3 – Background has been updated.

Policy No 7.4 – Equal Opportunity
- Addition of policy statement at back of policy.

Policy No 9.1 – Off Loading of Livestock at the Colac Livestock Selling Centre
- Minor changes.

Policy No 10.1 – Maternal and Child Health Services
- Minor changes to reflect current practices.
- Addition under 4 - Service Delivery regarding Extreme and Code Red fire days.

Policy No 11.1 – Rates Assistance to Community Groups
- No other changes.
- Addition of clause 2.4 regarding Fire Services Property Levy.

Policy No 11.4 – Assistance to Rates Debtors in Hardship
- Minor changes.
- Addition of wording in introduction regarding a natural disaster.
- Addition of clause 3.2 regarding Fire Services Property Levy.

Policy No 11.5 – Residential Properties deemed to be Not Rateable as used for Charitable Purposes
- Minor changes.

Policy No 12.2 – Skatepark Events and Hire
- Under clause 6 – additional wording re Place of Public Entertainment (POPE) permit.
- Other minor changes.

Policy No 12.3 – Playground Maintenance and Improvement
- Changes to titles.
- Other minor changes.

Policy No 12.6 – Fencing for Events
- Change to introduction.
- Other minor changes.

Policy No 13.9 – Event Road Closure Consultation and Communication
- Other minor changes.

Policy No 15.2 – Section 86 Committees
- Has been a number of changes made throughout the policy.

Policy No 16.3 - Investment
- Change to table in clause 2 – Investment Limits.

Policy No 18.2 – Information Privacy
- Changes to clause 4 – Role of Privacy Officer.
- Changes to clause 5 – Complaints.
- Addition of clause 6 – Legislation and Other References.
- Other minor changes.

Policy No 18.4 – Pre-Election Caretaker
- A number of changes have been made following a review undertaken of policies by the Inspectorate.
- The changes have been based on the policies of Councils where the Inspectorate indicated they were “Best Practice”.
- The policy will need to be again reviewed in 2016 prior to the next election.

Policy No 18.5 – Councillor Support
- Minor changes.
- Change in clause 10.2 regarding requirement to submit claims on a monthly basis.

Policy No 18.6 – Audio-Recording of Council Meetings
- A number of changes have been made following research of policies of a number of other Councils and legal advice.
- Additional wording in clauses 5.2 and 5.4.1 re: Ombudsman and the Independent Broad-based Anti-corruption Commission (IBAC).

Policy No 18.8 – Council Committees
- Other minor changes.
- Additions to 4(d) and 5.4 regarding Youth Council.
- Change to definitions under 5.2.8 regarding “Assembly of Councillors”.

Policy No 18.9 – Gifts, Benefits and Hospitality
- A number of changes have been made, following research of policies of a number of other Councils.

Policy No 18.10 – Casting Vote Guidelines
- No other changes.

Policy No 18.11 – Community Reference Group Membership
- A number of changes have been made to the policy and the Terms of Reference.

Policy No 20.1 – Environmental Sustainability
- No other changes.

Change to Operational Policies
As a result of the review of Council Policies three (3) policies have been changed to Operational Policies.

Policy 4.1	Hire of COPACC
Policy 5.1	Community Bus
Policy 13.3	Display of Items on Footpath/Street.

Protected Disclosure Act 2012 – Procedures
The *Protected Disclosure Act 2012* – Procedures have replaced the previous policy no 18.3 "*Whistleblowers Protection Act 2001*".

This document is not a policy, but procedures that need to be in place to meet the requirements under new legislation.

The *Protected Disclosure Act 2012* – Procedures will be made available on Council's website and to each member of staff.

Balance of Council Policies
The balance of Council policies are currently being reviewed prior to further consideration by officers. The policies will then be provided to Councillors for further discussion prior to being presented to Council for adoption.

Proposal
That Council adopt the revised policies.

Financial and Other Resource Implications
There are no additional financial implications in adopting the revised policies.

Risk Management & Compliance Issues
Not applicable.

Environmental and Climate Change Considerations
Not applicable.

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 review of the Council policies included in today's agenda has involved managers reviewing the policies prior to them being further considered by the Executive.

The policies attached were considered by Councillors at the briefing on 26 June 2013.

As part of the review, policies of other Councils were also taken into account where applicable.

Implementation
Once adopted Council records and website will be updated with the new policies.

Conclusion
The review of Council policies has been undertaken over a period of time. The first policies that have been reviewed and revised are attached.

Attachments
1. Policy 2.4 Confidential Information
2. Policy 2.5 Community Engagement
3. Policy 2.6 Customer Service Policy/Guidelines
4. Policy 4.2 Council Property Leasing
5. Policy 4.3 Sale and Exchange of Council Land
6. Policy 6.2 Funding Advances to Community Organisations
7. Policy 6.3 Donations - Miscellaneous
8. Policy 6.4 Council Support to Neighbourhood Houses
9. Policy 7.4 Equal Employment Opportunity
10. Policy 9.1 Off-Loading of Livestock at the Colac Livestock Selling Centre
11. Policy 10.1 Maternal and Child Health Services
12. Policy 11.1 Rates Assistance to Community Groups
13. Policy 11.4 Assistance to Rates Debtors in Hardship
14. Policy 11.5 Residential Properties deemed to be Not Rateable as used for Charitable Purposes
15. Policy 12.2 Skatepark Events and Hire
16. Policy 12.3 Playground Maintenance and Improvement
17. Policy 12.5 Use of the Old Beechy Rail Trail by Recreational Vehicles
18. Policy 12.6 Fencing for Events
19. Policy 13.9 Event Road Closure Consultation and Communication
20. Policy 15.2 Section 86 Committees
21. Policy 16.3 Investment
22. Policy 18.2 Information Privacy
23. Policy 18.4 Pre-Election Caretaker
24. Policy 18.5 Councillor Support
25. Policy 18.6 Audio Recording of Council Meetings
26. Policy 18.8 Council Committees
27. Policy 18.9 Gifts, Benefits and Hospitality
28. Policy 18.10 Casting Vote Guidelines
29. Policy 18.11 Community Reference Group Membership
30. Policy 20.1 Environmental Sustainability

Recommendation(s)

That Council:

1. Adopts the following revised policies:

Policy No 2.4	***Confidential Information***
Policy No 2.5	***Community Engagement***
Policy No 2.6	***Customer Service Policy/Guidelines***
Policy No 4.2	***Council Property Leasing***
Policy No 4.3	***Sale and Exchange of Council Land***
Policy No 6.2	***Funding Advances to Community Organisations***
Policy No 6.3	***Donations - Miscellaneous***
Policy No 6.4	***Council Support to Neighbourhood Houses***
Policy No 7.4	***Equal Opportunity***
Policy No 9.1	***Off Loading of Livestock at the Colac Livestock Selling Centre***
Policy No 10.1	***Maternal and Child Health Services***
Policy No 11.1	***Rates Assistance to Community Groups***
Policy No 11.4	***Assistance to Rates Debtors in Hardship***
Policy No 11.5	***Residential Properties deemed to be Not Rateable as used for Charitable Purposes***
Policy No 12.2	***Skate Park Events and Hire***
Policy No 12.3	***Playground Maintenance and Improvement***
Policy No 12.5	***Use of the Old Beechy Rail Trail by Recreational Vehicles***
Policy No 12.6	***Fencing for Events***
Policy No 13.9	***Event Road Closure Consultation and Communication***
Policy No 15.2	***Section 86 Committees***
Policy No 16.3	***Investment***
Policy No 18.2	***Information Privacy***
Policy No 18.4	***Pre-Election Caretaker***
Policy No 18.5	***Councillor Support***
Policy No 18.6	***Audio Recordings of Council Meetings***
Policy No 18.8	***Council Committees***
Policy No 18.9	***Gifts, Benefits and Hospitality***
Policy No 18.10	***Casting Vote Guidelines***
Policy No 18.11	***Community Reference Group Policy and Guidelines***
Policy No 20.1	***Environmental Sustainability.***

2. Notes the following policies have been changed to Operational Policies:

Policy No 4.1	***Hire of COPACC***
Policy No 5.1	***Community Bus***
Policy No 13.3	***Display of Items on Footpath/Street.***

3. Notes that Policy No 18.3 - Whistleblowers Protection Act 2001 has been repealed.

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OM132407-6 OPERATIONAL PLAN 2013-2014

AUTHOR:	Carmen Lawrence	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate & Community Services	FILE REF:	11/95682

Purpose
The purpose of this report is for Council to receive and note the Operational Plan 2013-2014 for information purposes.

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

Background
The Council Plan 2013-2017 was adopted by Council at the Council Meeting on 26 June 2013.

Our integrated planning framework illustrates Council's planning and reporting cycle, which is structured around the Council Plan; our key corporate strategic document. It is underpinned by the Operational Plan (updated annually), which is further supported by Business Unit Plans. Together these help us achieve our Council Plan goals.

The Operational Plan is a new element in the organisation's internal planning process. The document is an initiative to increase the level of transparency and visibility of operational activities. Importantly, it will show how community feedback, which was used to build the Council Plan 2013-2017, is linked to the activities in the Operational Plan.

The Operational Plan should be read in conjunction with the Council Plan 2013-2017 and the Annual Budget 2013-2014.

Council Plan / Other Strategies / Policy
Good Governance
means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options

Planning Process

As noted the Operational Plan is a new element in the organisation's internal planning process. The plan is being made available to the community as an initiative to increase the level of transparency and visibility of operational activities. Importantly, it will show how community feedback, which was used to build the Council Plan 2013-2017, is linked to the activities in the Operational Plan. All activities have progress measures and targets. At the end of the financial year progress will be evaluated against these and reported on through the Annual Report.

The Operational Plan will be reviewed and updated annually in concert with the Budget process. Progress on Operational Plan actions will be reported to Council quarterly.

Advocacy

Included in the Operational Plan are items that require advocacy/lobbying to achieve. For some 'big ticket' items Council simply does not have the money. For others, they may be outside of Council's control and/or may require the involvement of multiple partners/other levels of government. Council's response is to advocate or lobby on the community's behalf. This is done by approaching both levels of Government, submitting funding applications, working on a regional basis with other councils and partnering with community groups.

Many of the advocacy items will cover more than one financial year and therefore will appear in future plans. Progress on advocacy items will be reported quarterly by the Chief Executive Officer (CEO) in the CEO's Report to Council.

Pillars, Goals and Strategies

Projects and activities listed in the Operational Plan 2013-2014 follow the Council Plan 2013-2017 structure of Pillars, Goals and Strategies.

***Pillar 1*: Good Governance**

Goal: Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Strategies:

1. Transparent and accountable decision making.
2. Prudent and accountable financial, asset, risk and resource management.
3. Effective community engagement and participation.
4. Embed an organisation culture of a high performance, service excellence and safety.

***Pillar 2*: A Planned Future**

Goal: Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

Strategies:

1. Plan for future land use to respond to population growth and changing needs.
2. Develop an integrated response to meet future infrastructure needs.
3. Advocate for improved public transport.
4. Promote local business, services and foster employment opportunities.
5. Grow tourism to support the local economy.

***Pillar 3*: A Place to Live and Grow**

Goal: Improve access to buildings, spaces and education to support and enable quality of life.

Strategies:

1. Address the health and wellbeing needs of people of all ages and abilities.
2. Advocate for access to an increased range of education and training opportunities.
3. Increase the diversity of arts, culture and social spaces.
4. Maintain existing infrastructure.

***Pillar 4*: A Healthy Community and Environment.**

Goal: Improve access to buildings, spaces and education to support and enable quality of life.

Strategies:

1. Encourage active participation in recreation, arts and leisure pursuits.
2. Promote respect and inclusion of social and cultural differences.
3. Increase environmental sustainability through direct initiatives and advocacy.
4. Protect and care for the natural environment.
5. Support community safety initiatives, local law enforcement and emergency management.

Proposal
That Council receives and notes the Operational Plan 2013-2014 for information.

Financial and Other Resource Implications
The Council plan identifies the key business activities of the Council for the coming four years and informs the determining of Council Budgets.

The Operational Plan identifies the key business activities of the Council for the 2013-14 financial year. The Operational Plan is consistent with the 2013-2014 Council Budget.

The Operational Plan and Budget comprises the key activities and projects that council aims to deliver over the next 12 months with the funds that have been approved to deliver those activities and projects.

Risk Management & Compliance Issues
Risk Management and compliance issues are addressed as part of the project planning for each action identified in the Operational Plan.

Environmental and Climate Change Considerations
Considerations have been applied in the development of the Operational Plan 2013-2014.

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 development of the Operational Plan evolved from the extensive community consultation process that was undertaken to inform the development of the Council Plan 2013-2017. Regular media releases informed the community on the date, time and location of consultations. Sessions were held across the Shire and consultation also occurred with a number of Progress Associations and Business Groups.

As part of the development of the Operational Plan there have also been opportunities for Councillors to provide input as well as extensive discussions with Managers and other staff.

Following the Council meeting the community will be informed about the Operational Plan 2013-2014.

Implementation
The Operational Plan came into effect on 1 July 2013. Projects, activities and advocacy items will be implemented during 2013-2014.

Conclusion
The Operational Plan is a new element in the organisation's internal planning process and is being made available to the community as an initiative to increase the level of transparency and visibility of operational activities. It will show how community feedback, which was used to build the Council Plan 2013-2017, is linked to the activities in the Operational Plan.

Progress on the actions and advocacy items will be reported on quarterly to Council. Progress against measures and targets will be evaluated at the end of the financial year and reported on in the Annual Report.

The Operational Plan will be reviewed and updated annually in concert with the Budget process.

Attachments
1. Operational Plan 2013-2014 - Final 20130704

Recommendation(s)

That Council receives and notes the Operational Plan 2013-2014 for information.

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OM132407-7 RENEW LEASE - COLAC CENTRAL BOWLING CLUB - 115-129 WILSON STREET, COLAC

AUTHOR:	Paul Carmichael	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate & Community Services	FILE REF:	F11/3715

Purpose
The purpose of this report is to obtain Council's approval to renew the lease of the Council owned property at 115-129 Wilson Street Colac, to the Colac Central Bowling Club.

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

Background
Council at its meeting on 24 April 2013 resolved that it advertise its intention to enter into a new lease agreement with the Colac Central Bowling Club for a period of ten years as from 1 July 2012 for a rental of $6,886 pa, with annual CPI increases thereafter.

The proposal was advertised in the Colac Herald on 10 May 2013 and submissions were invited in accordance with Council's "Community Engagement Policy".

No submissions were received.

Council Plan / Other Strategies / Policy
Good Governance
means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

A Place to Live and Grow
is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.

Our Goal:
Improve access to buildings, spaces, services and education to support and enable quality of life.

Issues / Options
The club has approximately 100 members with its main source of income being its bar trade, catering and memberships. It has no poker machines and does not wish to install them.

The club is considered a Group 3 tenant under Council's "Council Property Leasing Policy", which means the rental charged is to be determined by the market with no discount or subsidy to be provided unless agreed to by Council due to special circumstances.

As reported to Council on 24 April 2013, the proposed rental was in the mid range of rentals charged for non poker machine bowling clubs located in Torquay, Werribee and Clifton Springs.

Council's "Council Property Leasing Policy" also recommended a term of three years but in this case term of ten years was considered reasonable in order to recognise the club's capital contribution to a new synthetic green and to provide investment stability to members who had provided loans to the club to finance the green.

Proposal
It is proposed to proceed to execute the new lease as advertised.

Financial and Other Resource Implications
Rental income of $7,030.60 for 2013-14 will be derived. This includes a CPI increase of 2.1% from 2012-13. Rental will increase by CPI on an annual basis.

Risk Management & Compliance Issues
There are no risk management issues.

Action taken so far in advertising Council's intention to enter into the lease will demonstrate Council has complied with its "Community Engagement Policy". It has also complied with its "Council Property Leasing Policy" and the requirements of section 190 of the *Local Government Act 1989.*

Environmental and Climate Change Considerations
There are no environmental and/or climate change issues to be considered.

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 has been to "inform" and "consult". This included advertising the proposal and allowing submissions to be made.

Implementation
The lease will now be provided to the club for execution.

Conclusion
The new lease will provide security of tenure to the Colac Central Bowling Club and will help them continue to provide a valuable recreational option for the community. The lease agreement will be for a period of ten years from 1 July 2012 for a rental of $6,886 pa, with annual CPI increases thereafter.

Attachments
1. Lease - Colac Central Bowling Club

Recommendation(s)

That Council:

1. ***Having advertised its intention to enter into a new lease with the Colac Central Bowling Club to allow it to occupy the Council owned site at 115 -129 Wilson Street, Colac and having received no submissions in regard to the proposal, therefore resolves to enter into a lease agreement for a ten year period from 1 July 2012.***

2. ***Agrees to the terms and conditions of the lease as set out in the attachment, namely for a period of ten years from 1 July 2012 for a rental of $6,886 pa, with annual CPI increases thereafter.***

3. ***Resolves to sign and seal the lease agreement document.***

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OM132407-8 COLAC OTWAY SHIRE PUBLIC HEALTH AND WELLBEING PLAN 2013 - 2017

AUTHOR:	Greg Fletcher	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate & Community Services	FILE REF:	F11/3715

Purpose
The purpose of the report is to provide Council with the draft Public Health and Wellbeing Plan 2013 – 2017 for approval to be released to the community for comment.

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

Background
The purpose of the Public Health and Wellbeing Plan 2013-2017 (Plan) is to clearly describe the context and content of how Colac Otway Shire will work to support the health and wellbeing of the Colac Otway community, in some important issues, over the term of this Council.

The draft Plan has been prepared, as the first step, to meet the legislative requirements of the Victorian Government *Public Health & Wellbeing Act 2008* and the *Climate Change Act 2010*. To achieve this, Council needs to prepare and adopt a Municipal Public Health and Wellbeing Plan within twelve months of a new Council being elected, in which, it must have regard to climate change. The draft Plan is closely aligned to the recently adopted Colac Otway Shire Council Plan 2013 – 2017 and actions are linked to the Council Plan themes.

The *Victorian Public Health and Wellbeing Plan 2011-2015* provides a model on which to strengthen the prevention system and has identified the following key enablers which need to be embedded into the functions of Council as they relate to public health and wellbeing issues.

- Governance and leadership
- Information systems and the use of evidence based data
- Financing and resource allocation
- Partnerships
- Workforce development.

Actions in this draft Plan have been developed through evidence based research on health and wellbeing issues that identify Colac Otway compared to other municipalities, as being disadvantaged or less healthy. This is supported by local and regional workshops, meetings with stakeholders and surveys.

A G21 Region Health and Wellbeing Strategy is being developed concurrently with this draft Plan and has provided direction on health and wellbeing processes. It is anticipated that regional priorities will focus on Community Connectedness and Social Isolation, and Physical Activity. These regional priorities will be supported by an evidence based approach to develop a new G21 Region Health and Wellbeing Profile. Once adopted this Plan will form part of the regional strategy.

A G21 Region Public Health and Wellbeing Planning project was undertaken to produce a G21 region wide public health & wellbeing planning framework that would govern collaborative action in public health & wellbeing across the G21 Region for 2013-17. This will include a set of resources and tools to build capacity within Councils for improved population health based planning, and partnerships for evidence based service responses.

Council Plan / Other Strategies / Policy
A Place to Live and Grow
is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.

Our Goal:
Improve access to buildings, spaces, services and education to support and enable quality of life.

A Healthy Community and Environment
actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

Our Goal:
Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

Issues / Options
Using information from research, local conversations and surveys, and themes in the Council Plan, a number of health and wellbeing priority interventions have been developed. These are to:

- Embed key health and wellbeing enablers
- Plan for an ageing population
- Reduce significant levels of disadvantage in early years
- Increase levels of physical activity
- Protection through public and environmental health
- Promote nutrition and food security
- Support mental health and wellbeing
- Reduce domestic violence
- Support healthy behaviours
- Reduce harm from alcohol and other drugs.

These priorities address some, but certainly not all, of the health and wellbeing issues within our communities.

Proposal
That Council endorses the draft Public Health and Wellbeing Plan 2013-2017 and releases the Plan for community comment.

Financial and Other Resource Implications
The 2012-2013 budget allocation allowed for the Public Health and Wellbeing Plan was $20,000 which included its preparation, production and support for the G21 region initiative.

Some of the interventions mentioned within the draft Plan are already budgeted for through independent resources. Resources for other interventions will be supported through partnerships and regional priorities delivered by G21. The 2013-2014 budget has allocated $40,000 to develop a number of support plans and actions mentioned in the Plan.

Risk Management & Compliance Issues
A requirement of the Victorian Government *Public Health & Wellbeing Act 2008* is for Council to prepare and adopt a Municipal Public Health and Wellbeing Plan within twelve months of a new Council being elected. This requires that the Plan be adopted at its Ordinary Meeting in September 2013 so that it can be lodged with the State Government in October 2013. It was necessary, in the development of this draft Plan, that the Council Plan 2013 – 2017 be adopted before this draft Plan could be finalised.

To achieve this requirement it is recommended that the draft Plan be released for a period of five weeks to allow time for community comments to be documented and discussed with Council prior to the Ordinary Meeting in September 2013.

Environmental and Climate Change Considerations
This Plan is required under the *Climate Change Act 2010* to consider climate change. Considerations on climate change will be formed following the completion and recommendations from the Climate Resilient Communities of the Barwon South West project.

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 has been to consult with, involve and collaborate with the Community in the development of the draft Council Plan.

Information in the new Council Plan from the community regarding an ageing population and significant disadvantage in early years has been used in the draft Plan. It is well backed up by evidence based information from other research and data. Other evidence used within the draft Plan has been collected for our communities through surveys by Council, G21 and/or other organisations such as Colac Area Health and Otway Health and Community Services.

There have been local and regional workshops to develop priorities within the draft Plan which have been attended by a number of health and community services, community members, networks and neighbourhood houses.

There will now be a further period for members of the community to comment on the Draft Plan. As the plan is required to be adopted at Council's Ordinary Meeting in September 2013 so that it can be lodged with the State Government in October 2013 it is recommended that the draft Plan be released for a period of five weeks to allow time for community comments to be documented and discussed with Council prior to the Ordinary Meeting in September 2013.

Implementation
Key dates/activities for community comment on the draft Public Health and Wellbeing Plan 2013-2017 are:

- Draft Council Plan for public comment, 29 July 2013, for a five week period closing Monday, 2 September 2013
- Council Plan adoption by Council, 25 September 2013
- Council Plan forwarded to G21, 30 September 2013
- G21 forwarding to the Minister the G21 Regional Public Health and Wellbeing Strategy which includes the Colac Otway Shire Public Health and Wellbeing Plan 2013 – 2017, early October 2013.

Conclusion
The proposed Public Health and Wellbeing Plan 2013-2017 will provide finer detail and actions that support themes in the 2013-2017 Council Plan. This Plan through partnerships, workforce development, aligned governance, developing community capacity and an increased sharing of resources will provide sound processes for this and future public health and wellbeing plans.

Attachments
1. Draft Public Health & Wellbeing Plan - 2013-2017

Recommendation

That Council endorses the draft Public Health and Wellbeing Plan 2013 – 2017 to be released for public submissions for a period of five weeks.

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OM132407-9 COLAC OTWAY ACTIVE TRANSPORT STRATEGY

AUTHOR:	Jodie Fincham	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate & Community Services	FILE REF:	F11/3291

Purpose
The purpose of this report is to present the Colac Otway Active Transport Strategy for adoption by Council.

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

Background
In October 2012, Council engaged GHD to prepare the Colac Otway Active Transport Strategy (Strategy) for a 10-year timeframe (2013-2023).

The purpose of the Strategy is to establish justifiable strategic directions for the planning, provision, development, preservation and management of alternative methods to private vehicle transportation based on clear evidence of community demand and sustainable asset management outcomes. The Strategy provides recommendations, strategic directions and policy outcomes that address immediate and longer term community needs (i.e. over the next ten years).

The aim of the Strategy is to get more people walking and cycling as a form of transport and recreation. The Strategy also aims to create a physically and socially supportive environment for walking and cycling across the Colac Otway Shire. Such an environment will support a diverse cross section of the community to use walking and cycling to access a range of key destinations including shopping, education, recreation and employment.

The development of the Strategy has been based on a behavioural change framework, which has the benefit of having a broader consideration of the physical, social, individual and political factors that ultimately influence people's decision to walk and cycle. An incremental approach is proposed, where the community is encouraged and enabled to gradually increase their participation in walking and cycling by replacing some of the local trips they normally make by car. The development of walking and cycling networks and associated facilities has focused on enhancing access to key local destinations, including schools, shopping strips, parks and train stations.

The project has been guided by a Project Steering Committee consisting of representatives from:

- Council
- Otway Health and Community Services
- Department of Planning and Community Development (DPCD).

The following key tasks informed the development of the Strategy:

- A workshop with the Steering Committee to develop a draft vision for the Strategy, which was then crafted as the project progressed.
- A review of key active transport related policies at local, state and federal level.
- A review of land-use, demographics and travel data.
- A review of existing active transport behavioural and promotional programs.
- A review of available social research on the barriers and motivation for walking and cycling.
- A review of walking and cycling related crash statistics for the Shire.
- A photographic survey of existing walking and cycling facilities across the Shire.
- A workshop with officers to review the planning and delivery of active transport projects and programs.

The review of existing walking and cycling networks did not take the form of a detailed audit of the condition of these facilities, rather photographic surveys were undertaken to establish the existing typologies, level of connectivity, and other barriers that might limit their use.

All of the identified issues have been considered within the context of the local community, particularly the population and number of local destinations or land-uses.

An Issues and Opportunities Paper was prepared, which outlined key issues and opportunities relating to active transport that were identified from existing Council documents and other sources. This paper was presented to Council at a Councillor Briefing in January 2013. At its April 2013 Council meeting, Council endorsed the draft Colac Otway Active Transport Strategy for public exhibition in accordance with Council's Community Engagement Policy 2010. The draft Strategy was placed on public exhibition for 6 weeks. Council received 24 written submissions on the draft Strategy.

Submissions on the draft Strategy have been considered by the project consultant and the Project Steering Committee.

Council Plan / Other Strategies / Policy
A Planned Future
creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

Our Goal:
Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

A Place to Live and Grow
is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.

Our Goal:
Improve access to buildings, spaces, services and education to support and enable quality of life.

A Healthy Community and Environment
actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

Our Goal:
Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

Strategy 1 – Provide, facilitate or advocate for a range of health, recreation, community services and facilities.
Key Action 10 – Develop an Active Transport Strategy.

In addition, there are a number of state and local policies and strategies relevant to the preparation of the Colac Otway Active Transport Strategy and these are referenced in the final document.

Issues / Options
Walking and cycling offer significant economic, environmental, social and health benefits for the Colac Otway Shire, which like most municipalities is facing increasing problems and costs related to congestion, accidents, loss of amenity and space, noise, obesity and heart disease and energy consumption. Walking and cycling are low-cost, low impact and highly accessible modes of travel, with significant health benefits. They are the most 'human' forms of transport available, creating virtually no negative impact in urban environments and offering immense benefits to the individual and society.

The Strategy proposes three overarching goals:

- ***Healthy People***
  The Strategy aims to support the health and wellbeing of the Shire's residents by enabling and promoting physical activity through walking and cycling for transport and recreation.

- ***Healthy Communities***
  The Strategy aims to support the health and sustainability of local communities through the provision of enhanced walking and cycling infrastructure, which will encourage more people onto the street supporting social interaction while reducing reliance on car-based travel for local trips.

- ***Healthy Economy***
  The Strategy aims to contribute to the health and sustainability of the local economy by supporting local cycling tourism and local businesses.

The aim of the Strategy is to provide strategic directions and policy outcomes that address immediate and longer term community needs over the next ten years for greater levels of participation in walking and cycling for transport and recreation.

The development of the Strategy has been based on a behavioural change framework, as opposed to a traditional engineering approach. Human behaviour is determined not by any one single factor (e.g. infrastructure) but rather by an environment of multiple influencing factors. The benefit of using a behavioural change framework is manifest in the broader consideration of the 'user system' that influences people's behaviour.

Strategies to support more people to participate in walking and cycling need to address the "system" in which these decisions are made and where travel patterns are formed. The user system comprises:

- *Intrapersonal factors* – these are factors which are specific to us as individuals (e.g. our self confidence in our ability to ride a bicycle).

- *Social factors* – these factors which are specific to societies (e.g. the influence of friends, family and colleagues).
- *Policy and regulation* – refers to the influence of wider government policy and enforcement of regulation (e.g. policy strongly supportive of active transport).
- *Physical environment* – this is both the built and natural environment (e.g. walking and cycling facilities).

The Strategy focuses on supporting cycling and walking in the community as an everyday or normalised activity, to make short local trips, primarily focused on accessing activity centres, education, green open space and rail stations. The emphasis is on incremental change with the concept of replacing some trips (not all) with small changes that occur a number of times which ultimately will result in a big change. The provision of a safe, connected, legible and attractive network of bicycle and walking routes, supported by appropriate end-of-trip facilities, is a critical element of an environment where cycling and walking is an intuitive choice for short local trips. The Strategy presents a framework for the design, development, planning and prioritisation of bicycle and walking infrastructure proposals. The design principles proposed are consistent with state, federal and international best practice.

In order to determine the priority of infrastructure-related action a Weighted Criteria Scoring System has been developed. The Weighted Criteria Scoring System is based on four categories as follows: Land-use / Accessibility, Traffic Impact, Safety and Connectivity.

Key Issues
Through the research, discussions with key stakeholders and via consultation with the community, the draft Strategy identifies the following issues and opportunities:

Top 3 Barriers for existing cyclists:

- Sharing the road with motorised traffic
- The lack of safe, connected and attractive bicycle lanes
- The lack of appropriate bicycle parking facilities.

Top 3 Motivators for existing cyclists:

- Health and well-being - general fitness
- Fun and enjoyment
- Relaxation and stress release.

Top 3 Barriers for existing walkers:

- The lack of footpaths
- The poor connectivity of footpaths to key destinations
- Perception that it is unsafe to walk at night.

Top 3 Motivators for existing walkers:

- Health and well-being - general fitness
- Fun and enjoyment
- Relaxation and stress release.

The Strategy presents a number of actions to address the above issues and opportunities.

The actions have been categorised as follows:

- Infrastructural: covering active transport facilities (e.g. bicycle lanes, footpaths and way finding)

- Behavioural: covering behaviour change programs
- Policy and Regulation: covering land-use planning, enforcement and speed limits.
- Promotional: covering the marketing of active transport
- Leadership: covering the role of the Council as role models and leaders in active transport.

These issues, opportunities and actions are explained in detail in the final Strategy.

Importantly the draft Strategy references and aligns to existing plans and strategies including the Colac CBD and Entrances Project and the Colac-Elliminyt Commuter Footpath Strategy.

Since the draft Strategy was exhibited in April 2013 a number of minor changes have been made to correct errors in the report and address issues raised by members of the community.

Submissions
A total of 24 written submissions were received. The submissions were positive in general and supported the draft Strategy and the information contained within it. One objection was received in regard to the proposed mid block crossings in Colac.

Submissions were received from residents and community groups across the shire including Alvie, Apollo Bay, Colac, Lavers Hill and district, the Red Rock region, Wye River and Separation Creek. In general the submissions endorsed the guiding principles of the Strategy and the key strategic directions.

Proposal
It is proposed that Council adopt the Colac Otway Active Transport Strategy.

Financial and Other Resource Implications
The Active Transport Strategy has been undertaken in accordance with the budget allocation for this project. Funding contributions were received from DPCD and the Transport Connections Program (Phase 3).

It is important to note that implementation of the draft Active Transport Strategy will require future financial contributions from Council. Council will need to commit projects to budget and seek external funding through government programs and community and stakeholder partnerships to ensure that adequate resources are secured to improve and sustain a high quality active transport system.

Risk Management & Compliance Issues
The Active Transport Strategy has been developed to get more people walking and cycling as a form of transport and recreation. The Strategy provides guidance for the future development and management of active transport and identifies a range of improvements to alleviate risk issues. Safety (both perceived and actual) is a core principle for the design of active transport facilities and for enabling and attracting people to walk and cycle.

Environmental and Climate Change Considerations
The key environmental benefits of active transport can be summarised as:

- Walking and cycling emit a negligible amount of greenhouse gases.
- Switching to active transport helps decrease noise and air pollution.
- Active transport uses land in a very efficient manner relative to motor vehicles, requiring less road space and parking.
- Switching to active transport helps to reduce the ‘heat island’ effect.

- Unlike motor vehicles, active transport does not emit oil and petrol residue, which becomes a major source of water pollution once it enters the stormwater system (Cycling Promotion Fund, 2007).
- Bicycles have relatively low levels of 'embodied energy': A typical $500 bike embodies just 8.8 gigajoules of energy, or 0.75 tonnes of CO2 equivalents, whereas a typical $30,000 car embodies 475 gigajoules of energy, or 41 tonnes of CO2 equivalents (Cycling Promotion Fund, 2007).
- Active transport produces minimal air pollution. In Australia it is estimated that 900 to 2,000 early deaths are caused from vehicle based air pollution each year (Cycling Promotion Fund, 2007).

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 methods selected were 'involve' and 'consult'.

The development of the Strategy has involved a range of community consultation approaches including:

- Key stakeholder meetings.
- An online community survey of walking and cycling participation.
- Distribution of a hard copy survey at 15 different "community hub" locations across the municipality.
- Community talk shops in Birregurra, Colac (part of the "Fun in the Square Event" at Memorial Square) and Apollo Bay (part of Australia Day activities).
- Feedback from several community groups and key government agencies.
- Written submissions.

Following Council consideration of the draft Strategy, officers commenced the public exhibition process by writing to local community organisations, placing advertisements in the local media and directly contacting organisations and individuals who had previously forwarded submissions to the project. Copies of the document were available on Council's website and for viewing in the Colac and Apollo Bay Customer Service Centres and at the Colac Community Library and Learning Centre.

The exhibition period was held for a minimum of six weeks during which time written submissions were received.

Submissions
A total of 24 written submissions were received. The submissions were positive in general and supported the draft Strategy and the information contained within it. One objection was received in regard to the proposed mid block crossings in Colac.

Submissions were received from residents and community groups across the shire including Alvie, Apollo Bay, Colac, Lavers Hill and district, the Red Rock region, Wye River and Separation Creek. In general the submissions endorsed the guiding principles of the Strategy and the key strategic directions.

In summary, the submissions;

- Supported the vision and guiding principles of the Strategy.

- Suggested a need for the development of pedestrian crossings and footpaths in close proximity to the school and kindergarten in Apollo Bay.
- Proposed road treatments in Lavers Hill and suggested alterations to maps contained in the draft Strategy to increase accuracy. A request was also made to raise the priority of the shared path from Lavers Hill School to Melba Gully Road.
- Requested that construction of a bridge be added to the Strategy with high priority for Separation Creek.
- Requested that consideration be given to linking Active Transport Strategy actions to recommendations in the Draft Red Rock Region Community Infrastructure Plan.

A number of minor changes to the draft Strategy have been made following consideration of the submissions by the project consultant and Project Steering Committee. A summary and analysis of the consultation and submissions received can be found at **Attachment 2 – Active Transport Consultation Results.** The vision, guiding principles and key strategic directions remain unchanged, as do the majority of the recommendations**.**

Following the second round of community engagement on the draft Strategy there are a number of options available to Council:

1. Oppose the adoption of the Strategy. This Strategy is a vital plan which will guide the future provision of active transport services, programs and facilities within the Shire. Significant work has been undertaken in developing the Strategy, including a thorough consultation process with the community.

2. Undertaking a further review of the Strategy and additional community consultation and return to Council for further consideration. The draft Strategy has been on public exhibition in accordance with Council's Community Engagement Policy and has had significant input from the Colac Otway community, external partners and stakeholders.

3. Acknowledge the extensive input to the Strategy and adopt the Strategy for implementation.

Option 3 is the recommended option.

Implementation
Implementation of the recommendations outlined in the Active Transport Strategy provide clear guidance about enhancements required to increase active transport options within Colac Otway. These actions will result in the delivery of improved active transport across five key areas including; infrastructural actions, behavioural actions, policy and regulatory actions, promotional actions and leadership actions.

Implementation of recommendations within the Strategy will only commence following Council's adoption of the final Active Transport Strategy.

Conclusion
The Colac Otway Active Transport Strategy represents a commitment by Council and key stakeholders to establish justifiable strategic directions for the planning, provision, development, preservation and management of alternative methods to private vehicle transportation based on clear evidence of community demand and sustainable asset management outcomes. The Strategy has been developed via a thorough process including significant consultation with the community.

Recommendations contained within the Strategy have been guided by the Issues and Opportunities Paper, Federal, State and local planning policies and community consultation.

Attachments
1. Colac Otway Shire Active Transport Strategy - Final Report
2. Attachment 2 - Active Transport Strategy Consultation Results

Recommendation(s)

That Council adopts the Colac Otway Active Transport Strategy.

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OM132407-10 S86 COMMITTEE MEMBERSHIP

AUTHOR:	Colin Hayman	ENDORSED:	Rob Small
DEPARTMENT:	Corporate & Community Services	FILE REF:	11/96653

Purpose
To consider appointment of newly elected committee members to the Lavers Hill Hall and Irrewillipe Hall and Reserve S86 Committees of Management.

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:

- Lavers Hill Hall 8 July 2013
- Irrewillipe Hall and Reserve 10 July 2013.

Council Plan / Other Strategies / Policy
Good Governance
means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
Option 1
To appoint the nominees as put forward by the Committees of Management.

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 Lavers Hill Hall and Irrewillipe Hall and 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 24 July 2016.

Lavers Hill Hall	Tracey Brauer, Kim Robertson, Virginia Atkins, Bob Atkins, Pam Dodsworth
Irrewillipe Hall and Reserve	Tim Ryan, John Ladhams, Paul Theodore, Don Henderson, Stephen Theodore, Matthias Weiss, Doug Phillips, Jim Carson, Kevin McNabb

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 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 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

Recommendation(s)

That Council:

1. Pursuant to section 86 of the Local Government Act 1989, resolves to appoint the following nominated members to the Lavers Hill Hall and Irrewillipe Hall and Reserve Committees of Management until 24 July 2016:

Lavers Hill Hall	***Tracey Brauer, Kim Robertson, Virginia Atkins, Bob Atkins, Pam Dodsworth***
Irrewillipe Hall and Reserve	***Tim Ryan, John Ladhams, Paul Theodore, Don Henderson, Stephen Theodore, Matthias Weiss, Doug Phillips, Jim Carson, Kevin McNabb***

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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INFRASTRUCTURE AND SERVICES

ITEM	
OM132407-11	ROAD MANAGEMENT COMPLIANCE REPORT
OM132407-12	COLAC HEAVY VEHICLE BYPASS STUDY - UPDATE AUGUST 2013
OM132407-13	PORT OF APOLLO BAY - REVIEW OF INSTRUMENT OF DELEGATION

OM132407-11 ROAD MANAGEMENT COMPLIANCE REPORT

AUTHOR:	Adam Lehmann	ENDORSED:	Neil Allen
DEPARTMENT:	Infrastructure & Services	FILE REF:	11/95454

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

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

Background
The attached reports detail the performance of Council's road and footpath management systems and processes for the period January to June 2013.

Council Plan / Other Strategies / Policy
A Planned Future
creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

Our Goal:
Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

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

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

Roads
A total length of 918km of Council's local road network was inspected for the six (6) months between January and June 2013. A total of 207 defects outside Council's intervention standards were identified over this period. Roads inspected included a combination of rural and urban type roads across the municipality.

Of the 207 routine maintenance defects identified, 174 or 84% have been actioned. As with previous reporting periods the vast majority of these works related to the replacement of damaged or missing signs and guideposts.

Of the maintenance items that have been responded to, 84% were completed within the timeframes prescribed in Council's Road Management Plan. The key performance indicator for this criterion is 85%.

Performance Measure (Roads)	Target	Result for Period January to June 2013
Routine inspections completed as per Schedule	100%	100%
Response times for remedial works as assessed in Council's Maintenance Performance Criteria	85%	84%

Footpaths
Approximately 85km of Council managed footpaths were inspected for the period between January and June 2013. Areas of footpaths in Colac, Apollo Bay and all other small townships were assessed by Council's Asset Inspection Officer over this time.

A total of 112 defects were identified which required some level of rectification under for the reporting period extending from January to June 2013. A large proportion of these related directly to the condition of the footpath network.

66 out of 112 defects which were identified by the Asset Inspection Officer have been responded to. Of these, 77% were rectified within the timeframes prescribed in our Road Management Plan. The performance target for this activity is 85%.

Performance Measure (Footpaths)	Target	Result for Period January to June 2013
Routine inspections completed as per Schedule	100%	100%
Response times for remedial works as assessed in Council's Maintenance Performance Criteria	85%	77%

The timing of this audit report coincides with the preparation of information for external audits of Cosworks' systems and processes.

While the above results may appear to indicate a level of underperformance it should be recognised that this is affected by the timing of the preparation of this report. Analysis of the results for the period January to June 2013 was undertaken in July 2013. This means that some defects identified in May and June 2013 are not included in the calculation of the results for remedial works as they are yet to be responded to. This is due to some of the timeframes which have been defined for certain defect types resulting in a required due date in late July or early August 2013.

All outstanding works have been programmed and will be completed as required to meet the standards of Council's Road Management Plan. These items will continue to be monitored consistent with our operational activities with any exception reporting provided to Cosworks where required on a monthly basis.

Proposal
It is intended that Council receives the Road Management Plan Compliance Report for information only.

Financial and Other Resource Implications
No financial implications are applicable at present. The service levels within the Road Management Plan have been aligned to match existing maintenance funding allocations. Any increase in maintenance standards would require a review of current road and footpath maintenance budgets.

Any emerging deterioration trends will need to be continually monitored to determine likely impacts on both future maintenance and capital budgets.

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

Council has an ongoing statutory obligation to ensure that it is fully compliant with the standards defined in its Road Management Plan.

Council's insurer requires that regular reports be presented and received by Council in relation to the organisations level of compliance with the Road Management Plan.

Environmental and Climate Change Considerations
No environmental or climate change considerations are applicable at this time.

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 is to inform the community through presentation of this report.

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

Implementation
This report is provided to Council for information.

Conclusion
This report is provided for information and demonstrates Council's commitment to managing its roads and footpaths in order to fulfil its various statutory obligations.

Attachments
1. RMP Compliance Report - Roads
2. RMP Compliance Report - Footpaths

Recommendation(s)

That Council receives the Road Management Plan Compliance Report for the period January to June 2013 for information.

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OM132407-12 COLAC HEAVY VEHICLE BYPASS STUDY - UPDATE AUGUST 2013

AUTHOR:	Neil Allen	ENDORSED:	Rob Small
DEPARTMENT:	Infrastructure & Services	FILE REF:	F11/2716

Ordinary Council at its meeting on 26 June 2013 resolved that the matter be deferred to the meeting to be held on 24 July 2013.

Purpose
The purpose of this report is for Council to consider options for a long term Colac By-Pass route which will inform and complement the future development of Colac.

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

Background
Council allocated funding in the 2011/12 budget for Investigation of a Road Hierarchy and Heavy Truck Route for Colac Township.

The key reasons for this study were as follows:

a. To determine the long term Town Planning requirements in and around Colac to allow for a future orderly planning horizon over the next 50 years and to be consistent with existing planning frameworks and requirements.
b. Remove trucks from Murray Street to enhance amenity. This includes determining an alternative route for heavy vehicles.
c. Allow for planning of any connections and linkages with the Highway Duplication from Winchelsea to Colac, so that an integrated solution could be implemented.
d. To assist VicRoads with the planning of transport networks affecting Colac.
e. To provide guidance in relation to the development of the Colac Township.

Traffic Engineering consultants “Aurecon” were awarded Contract No. 1010, The Provision of Consultancy Services for Road Hierarchy and Heavy Truck Route for Colac Township, to undertake a study and develop a proposal for the Road Hierarchy and Heavy Vehicle Truck Route for Colac township.The consultants role was intended to develop this study based on the following:

- **Stage 1:** Identification of potential routes for preliminary analysis – this would involve working with the Community Reference Group to identify all the options raised.
- **Stage 2:** Recommendation of an initial 10 potential routes for analysis to be refined down to four (4) routes at the next stage. This involved narrowing down the various options identified and producing a Report with recommendations that set out four potential routes for a heavy vehicle deviation route for consideration.
- **Stage 3:** Recommendation of corridor routes for further analysis. These routes were to be indicative and were to provide guidance on where further detailed investigation should occur. The corridors could be up to several hundred meters wide and were not to be specific. This would include getting Sign-Off at Council on four (4) preferred

routes and going out for public comment on the preferred corridors before bringing a final report back to Council with a single preferred route/solution.

- **Stage 4:** Recommendation of a long term heavy vehicle deviation solution and present a report to Council for formal adoption.

The Council meeting on 29 June 2011, appointed a Community Reference Group (CRG) to assist with the *"Colac Road Hierarchy and Heavy Vehicle Study".* The Role of the CRG was to assist the consultant with the investigation of potential options and provide advice and guidance to the consultant on community matters. The consultant's role was to consider the CRG comments on the various options prior to presenting to Council a report on the recommendations.

The Reference Group consisted of the following:

1. Council and VicRoads Representatives
2. Contract Representative
3. Community Representatives
4. Transport Industry Representatives.

The Consultant in conjunction with members of the Community Reference Group had initially identified 40 routes for further investigation. This was narrowed down and reported to Council for consideration. Council resolved at the 27 June 2012 Ordinary Council Meeting as follows:

"That Council:

1. Investigates the following corridor routes within the next stage of the study:
- ***Route 3 – Lake Route***
- ***Route 2 – North of the Lake***
- ***Route 8 – Outer Southern Route***

2. Instructs the consultant to conduct the consultation process for the next stage of the study after the Council elections on 27 October 2012 and report the final recommendation on the preferred route back to the new Council.

3. Abandons any further investigation of the Rail Corridor as part of this study.

4. Abandons any further investigation of specific short term options as part of this study.

5. Requests VicRoads in conjunction with Council, to review short term mitigation measures that can help to alleviate issues associated with heavy vehicles on Murray Street, Colac, outside the heavy vehicle deviation study."

Council Plan / Other Strategies / Policy
A Planned Future
creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

Our Goal:
Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

Issues / Options

Planning for the long term development of Colac needs to consider the township's interaction with the Princes Highway, the need for relocating through traffic out of the CBD when the growth of Colac reaches a critical point that impacts on trade and amenity in the town and the efficiency of through traffic on the Princes Highway. In addition, Council has raised the need to remove heavy vehicles from Murray Street in the longer term.

This planning is a very complicated process that will extend over a period of years, and it will possibly be decades before there will be any physical works, however, planning of a preferred route needs to be commenced to protect the future amenity of Colac and allow structured land use development. Therefore Council needs to consider how Colac will develop into the future and the impact and interaction with the Princes Highway.

Council also needs to understand where the future development pressures will be on the town to manage growth corridors. In this respect, it is proposed to review the Colac Structure Plan in 2013/14, which is an ideal opportunity to examine how future growth opportunities may be influenced by preferred By-Pass routes arising from this study.

Council cannot undertake detailed By-Pass route planning, other than requesting the State Government to undertake this task, given the Government's responsibility for the road. The planning of State highway infrastructure is a State responsibility however Council needs to work hand in hand with the State to achieve this outcome. The time from planning to implementation of the Geelong Ring Road took in excess of 40 years before it was built, and it could be a similar time frame before any By-Pass of Colac was to materialise.

The process should be as follows:

- Council acknowledges the need for the long term planning to cater for future development and land use planning of Colac into the future and the longer term interaction of traffic on the Princes Highway.
- Investigation of potential options and determination of a preferred option(s) having considered the impact on the town's long term growth.
- Reference made to the need for a By-Pass in the Council's Municipal Strategic Statement (MSS), preferably at the time that updates are made to the MSS in conjunction with implementation of the Colac Structure Plan review.
- Council after having considered potential options and their impacts, advises the State Government of the need to plan for a future By-Pass around Colac and the preferred alignment from the community's view.
- Council and the State Government work together to plan the most suitable alignment. The decision on the final alignment of the Highway is a State Government decision. Council will need to advocate for this project.
- State Government works with Council and the community to avoid inappropriate development within identified corridor. This will include where further planning investigation should occur to initiate a land use corridor to protect future development and subdivision. This component may take a significant time to complete.
- Prioritisation of any works would need to occur in accordance with the overall priorities as determined by the State Government when it is undertaking its long term planning. This would mean the work would be unlikely to occur on site until it becomes a State priority and meets community expectations. This project would then have to compete with other projects across the State and as such may not be constructed for a number of decades.

Process to-date
Council commissioned Aurecon to investigate potential options and develop a number of possible broad corridors for further consideration.

The original contract required a detailed investigation of four (4) options. The recent Council resolution required only three (3) options be investigated, however, VicRoads has suggested a 4th Option – Southern Route Variation be considered to take advantage of the Highway Duplication. The inclusion of this Option is in line with the original contract which proposed four (4) options be investigated and as such did not incur any additional cost to Council.

Each of the options presented a number of challenges which needed to be considered in conjunction with the consultation process as part of the project before it could be implemented. These included but are not limited to the following:

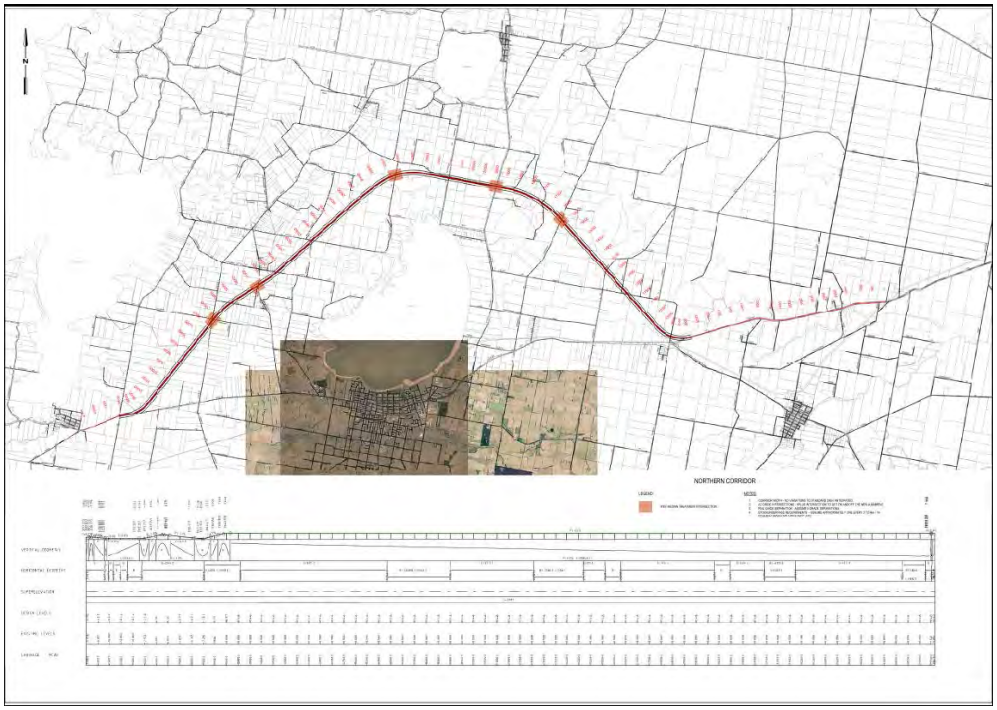
- Environment Flora and Fauna Issues
- Land Acquisition
- Linkages with southern routes
- Linkages with Colac Industrial areas
- Gradient and Topography
- Transport and Energy Efficiency
- Project Cost/Benefit.

Due to ongoing comments about making use of the rail corridor for heavy transport, Council also undertook to further investigate the rail option which involved co-locating the By-Pass within or adjacent to the railway reserve through Colac. A meeting was held with Public Transport Victoria (PTV) in Melbourne to discuss the options. PTV advised that they would not support having a By-Pass or Heavy Vehicle Route within or adjacent to the rail corridor. A copy of the letter from PTV confirming this view was provided to Council. Based on the response from PTV, any further consideration of a rail corridor was dismissed.

The various Options identified in the Aurecon report are as follows:

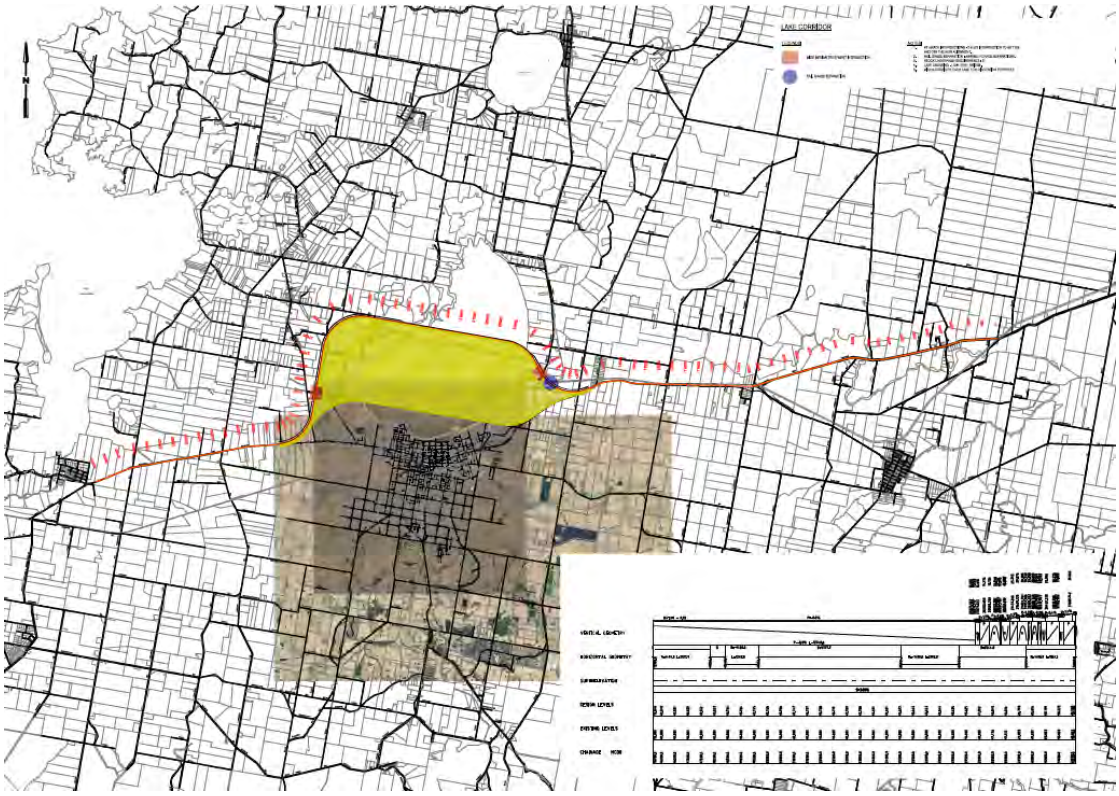
- **Option 1 – North of the Lake**

  Issues Informing Corridor:
  - Maximising use of the planned duplicated sections of Princes Highway
  - Environment Issues
  - Transport Efficiency
  - Linkages.



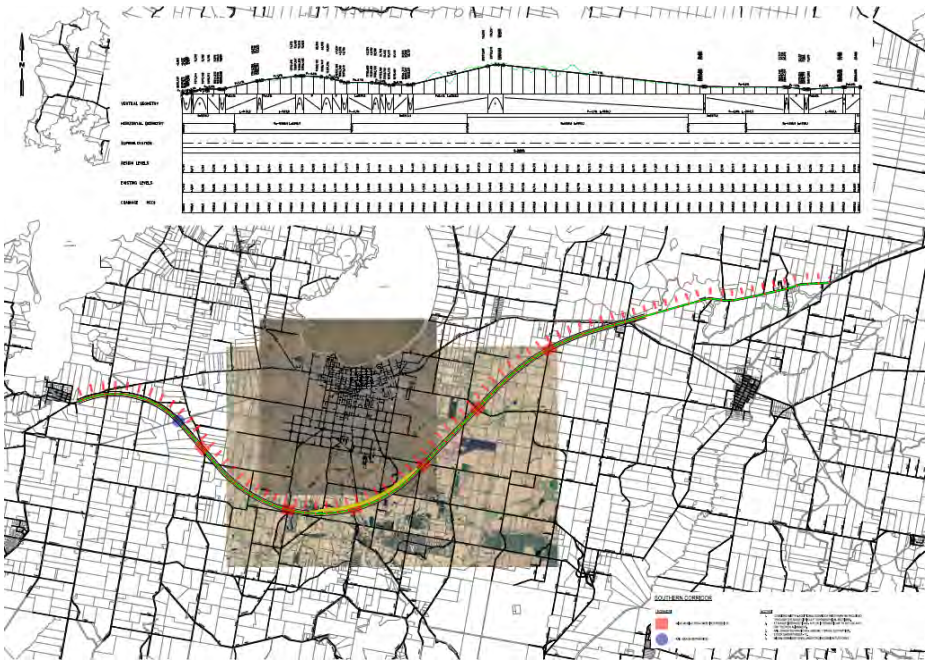
- **Option 2 – Lake Route**

  Issues Informing Corridor:
  - Maximising use of the planned duplicated sections of Princes Highway
  - Maintaining usable areas of Lake between route and town
  - Environmental Issues
  - Heritage Issues
  - Visual/amenity issues.



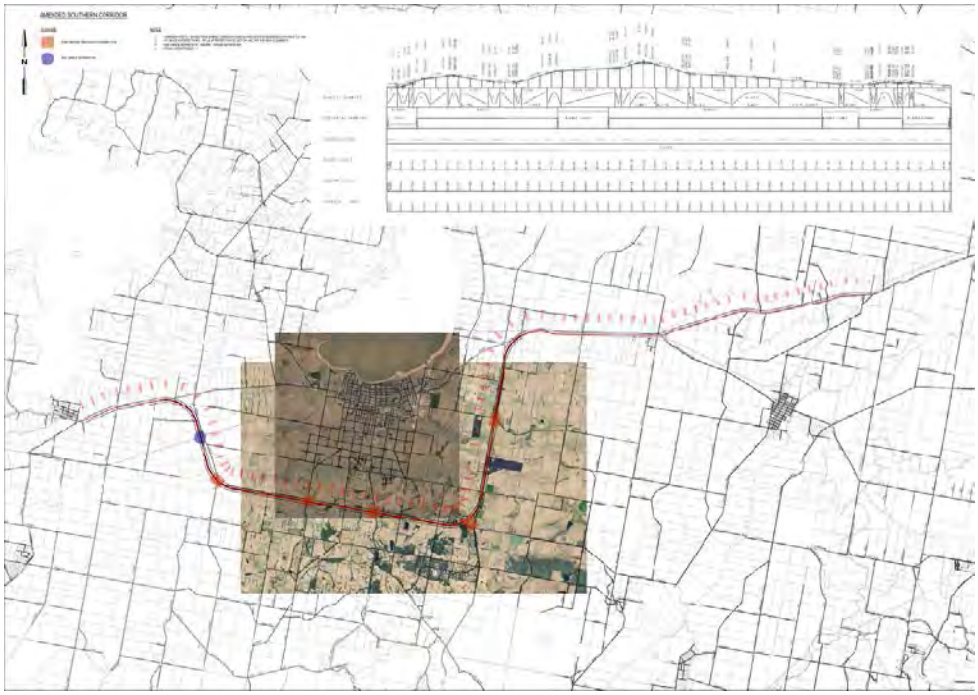
- **Option 3 – Outer Southern Route**

  Issues Informing Corridor:
  - Transport efficient horizontal alignment
  - Existing topography in the area
  - Implications of potential new Water Basin for Colac
  - Environmental issues
  - Linkages.



- **Option 4 - Southern Route – Variation**

  Issues Informing Corridor:
  - Maximising use of the planned duplicated sections of Princes Highway
  - Existing topography in the area
  - Use of Existing Road Reservations
  - Implications of potential new Water Basin for Colac.



Council needs to consider the Options and make a recommendation on the future of a Colac By-Pass.

Proposal
Consideration of the various options can be outlined as follows:

Option	Issues	Comment
Option 1 – North of the Lake	This option has the following considerations: • Limited connectivity to Colac and diverts traffic away from the Princes Highway and the industrial area. • Travel times would be extended and heavy vehicles would be more likely to start using the Hamilton Highway rather than the Princes Highway. This would not be good use of State road funding. • There is no connectivity to development in the south or to the coast, which will become a major requirement into the future. • On the positive side the option would have the least impact on the general community, however, there would be an impact on some areas of the farming community.	This option would have limited support or benefit to Colac and should not proceed.

Option	Issues	Comment
Option 2 – Lake Route	This option has the following considerations: • Expensive option to construct causeway/bridge. • Potential to reinvigorate the lake particularly if the construction of a causeway can allow dredging to deepen the lake sufficiently to reintroduce water activities. • Maximising use of the planned duplicated sections of Princes Highway. • Depending on the location has some connectivity into the saleyards, meat processor and industrial area. • Could assist in maintaining usable areas of Lake between the identified route and town in future if lower rainfall associated with climate change becomes the norm. • Has potential negative impacts of dividing the lake from a visual and amenity viewpoint. • Potential cultural heritage impacts. • Environmental considerations of building a structure within the lake.	This option has merits and should not be excluded in any future analysis.
Option 3 – Outer Southern Route	This option has the following considerations: • Connectivity to the south for tourism, commercial and industrial traffic. • Can be integrated with Council's industrial area. • Maximising use of the planned duplicated sections of Princes Highway. • Linkages with key roads and infrastructure. • Is outside the existing town boundaries. • Is compatible with options for future water supply.	This option has merits and should not be excluded in any future analysis.
Option 4 - Southern Route – Variation	This option has the following considerations: • Similar issues as per Option 3. • Maximising use of the planned duplicated sections of Princes Highway. • Use of Existing Road Reservations.	This option is very similar to Option 3 and should not be excluded in any future analysis.
Rail Corridor	This route has the following considerations: • Lack of Support from the Rail Authority (PTV). • Expensive. • Amenity issues through town. • Connectivity issues from rail crossings with other road infrastructure.	This route is not supported by the Rail Authority and should not proceed.

The Options are intended to provide longer term guidance in the development of the next stages of work which would involve detailed design and investigation by VicRoads regarding the route, connections with other roads, drainage, land acquisition and specific road designs. This work would most likely occur over a number of years. This work would also be expected to be carried out at a later stage and is not part of this project.

Financial and Other Resource Implications
There are no initial costs as a result of this report. It would be expected that the State Government would fund the cost of constructing a Princes Highway By-Pass around Colac, and it would also be responsible for all planning and detailed investigation costs associated with determining a route and any flow-on land acquisition or planning scheme amendment costs. Indicative first order costs have been determined to provide guidance of project costs for each Option as outlined in the table below. The final costs will increase significantly when Land Acquisition, Environmental Mitigation, Design, Project and miscellaneous costs are included.

Option	Description	Estimate of Total Construction Cost Range	Construction Cost per km (High Value)
Option 1	North of Lake	$134M - $175M	$5.4M per km
Option 2a	Across Lake – Bridge	$291M - $381M	$16.6M per km
Option 2b	Across Lake – Causeway & Bridge	$155M - $202M	$8.8M per km
Option 3	Outer Southern Route (South of Lake)	$143M – $186M	$6.1M per km
Option 4	Outer Southern Route (South of Lake, Maximum use of duplicated road)	$133M - $173M	$6.3M per km

Please note that these costs do not include the following:

- Land Acquisition
- Environmental Mitigation
- State Government Agency Costs
- Design Consultancy Costs.

Council would incur some costs associated with the Planning Scheme process to include references to a future By-Pass in its Planning Scheme, however these would be minor.

Risk Management & Compliance Issues
There are a number of risks associated with this project and in particular the environmental risks associated with Flora and Fauna along the corridors. As part of the investigations to determine a final route, a high level, environmental assessment will need to be finalised.

The other major risk is that if Council fails to determine a long term By-Pass for Colac, it will compromise land use for future generations. This will have major impacts on the manner and form in which Colac will develop into the future.

Environmental and Climate Change Considerations
The analysis of the final routes will require a high level investigation of the impact of environmental issues as part of the assessment process and are outside the scope of this report. However, prior to introducing any specific option at a later date into the Planning Scheme or undertaking any detailed works and construction, a further detailed Environmental Management Report will need to be carried out. Any such environmental

assessments would need to be carried out by VicRoads when it is undertaking detailed assessments of the various options.

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 to date has been to consult and involve the community through the Community Reference Group. It is proposed that further consultation would form part of the planning process to include references to a future By-Pass in the Municipal Strategic Statement (MSS) at a later date.

Implementation
A lot of work has been undertaken in the exploration and development of various options to address environmental issues, land use planning and stakeholder needs. Further work by VicRoads as the authority responsible for the road is required before any particular site can be supported as the preferred option. However, the preferred lake crossing and outer southern route options will be referred to the State Government for its consideration in the long term planning of State road infrastructure. The timing of this work would be dependent on Vicroad's priorities when considered against other priorities throughout Victoria and while this is not a Council decision, it would be unlikely to occur in the immediate foreseeable future.

Council's Planning Scheme will be updated to include references to the need for a more detailed route investigation, and of the need to avoid significant land use change which could prejudice future By-Pass options. The routes will also be considered as a key input into the review of the Colac Structure Plan which is due to commence this year. Potential areas of future urban development outside the current town boundaries will be considered against the objectives of preserving land for future By-Pass routes.

Conclusion
To progress this matter, Council needs to undertake the following;

- Consider the potential of a lake crossing or outer southern route for a future Princes Highway By-Pass of Colac in any strategic planning for significant land use change around the edges of Colac.
- Recommend that the need for a By-Pass for Colac is considered for inclusion in the next review of the Municipal Strategic Statement, including reference to the need for detailed route investigation.
- Advise VicRoads of Council's intentions to include reference to a future By-Pass of Colac, and potential lake crossing and outer southern route in the Municipal Strategic Statement.
- Request VicRoads to consider a By-Pass as part of its long term Infrastructure Planning for the Princes Highway, and to undertake detailed investigations of a preferred route at the earliest time.

Attachments
Nil

Recommendation(s)

That Council:

1. ***Considers the need to preserve areas to cater for the development of a future Princes Highway By-Pass of Colac when undertaking planning related to significant land use change such as urban expansion based on the following :***

    a. ***By-Pass Option across the Lake – Planning needs to provide for the option of a route across the lake with access from the existing Highway at each end outside of the current urban area.***

    b. ***By-Pass Option (Outer Southern Route) – Planning needs to provide for the option of a route to the south of the existing urban areas of Colac/Elliminyt which has connectivity into the Colac East Industrial area.***

2. ***Includes references to the need to preserve land for the options of a future Princes Highway By-Pass of Colac across the lake or around the southern edge of Colac/Elliminyt in its Municipal Strategic Statement of the Colac Otway Planning Scheme.***

3. ***Advises VicRoads of Council's intention to include reference to the potential options of a lake crossing or outer southern route in its Municipal Strategic Statement, and to highlight the need for detailed route investigation by VicRoads of a Princes Highway By-Pass of Colac.***

4. ***Requests VicRoads to consider the Princes Highway By-Pass of Colac as part of its long term Infrastructure Planning for the Princes Highway, and that such planning occur at the earliest time, irrespective of timing of construction of the By-Pass, in order to provide certainty to land owners and decision making agencies about the specific route which is required.***

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OM132407-13 PORT OF APOLLO BAY - REVIEW OF INSTRUMENT OF DELEGATION

AUTHOR:	Ranjani Jha	ENDORSED:	Colin Hayman
DEPARTMENT:	Infrastructure & Services	FILE REF:	F13/5204

Purpose
The purpose of this report is for Council to consider and endorse the Instrument of Delegation for the Port of Apollo Bay (POAB).

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

Background
At the Council meeting held on 26 August 2008, Council approved the following delegation for the POAB:

"In the exercise of the powers conferred by Section 44C of the Port Services Act 1995, the Colac Otway Shire Council (Council) resolves that:

1. ***There be delegated to the person holding the position, acting in or performing the duties of General Manager Infrastructure & Services or the Manager Major Contracts, the powers, duties and functions set out in the attached Instrument of Delegation, subject to the conditions and limitations specified in that Instrument.***
2. ***The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument.***
3. ***On the coming into force of the Instrument, all previous delegations under the Marine Act 1988 and the Port Services Act 1995 are revoked.***
4. ***The duties and functions set out in the Instrument must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***
5. ***Endorse the appointment of:***
   - ***Ranjani Jha, Manager Major Contracts***
   - ***Brian Shields, Team Leader – Port of Apollo Bay***
   - ***Phillip Falla, Port Officer – Port of Apollo Bay***
   - ***Graeme Murphy, Local Laws Coordinator***
   - ***Kevin Young, Local Laws Officer***

   as authorised officers under Sections 18, 19, 21 of the Marine Act 1998."

Under section 98(6) of the *Local Government Act 1989* Council is required to review all delegations within the period of 12 months after a general election.

The Port Management Act 1995 is currently under review and the review process is likely to be completed by 30 June 2014 which may lead to a number of changes. In the interim some minor amendments are required.

Council Plan / Other Strategies / Policy
Good Governance
We care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
Other Instruments of Delegation
This report only considers the Instrument of Delegation for the Port of Apollo Bay.

Council has previously considered:

"Instrument of Delegation to the Chief Executive Officer"
"Instrument of Delegation to Members of Council Staff"

Discussions with Department of Transport
Officers have consulted with the local Ports Division, Department of Transport, Planning and Local Infrastructure (DTPLI) regarding changes required to the Instrument of Delegation approved by Council in August 2008. After perusing the current Instrument of Delegation the following advice has been provided by Local Ports:

Council should consider including Section 44C (Delegation), Section 44F (Other Works) and Section 44G (Port manager may act as harbour master if there is no harbour master) from the *Port Management Act 1995* to the Instrument of Delegation.

The addition of Sections 44C, 44F and 44G will enable the Council and Port staff to exercise their duties and use their powers in a more effective manner. Given below are the details of the Sections 44C, 44F and 44G as abstracted from the Port Management Act 1995:

44C – Delegation
The port manager of a local port may delegate, in writing, any power conferred on it by or under this Act (other than this power of delegation) to any of its employees.
(Please note that the Colac Otway Shire is the Port Manager).

44F – Other works
Subject to obtaining any permit, consent or other authority required by or under any other Act, in carrying out its functions in relation to the provision, development and maintenance of port facilities, a port manager of a local port may –

a) change the natural or existing condition or topography of land;
b) remove vegetation or topsoil;
c) reclaim or decontaminate land;
d) construct, demolish or substantially alter any structure in or on land;
e) remove, decommission or make safe any existing facility.

44G – Port Manager may act as harbour master if there is no harbour master

(1) This section applies if there is no harbour master for a local port.
(2) Sections 221, 232, 233, 234, 235, 236, 237 and 238 of the *Marine Safety Act 2010* apply as if a reference in those provisions to a harbour master were a reference to the local authority for the port.

Proposal
That Council resolves to sign and seal the revised Instrument of Delegation for the Port of Apollo Bay.

As indicated above the *Port Management Act 1995* is likely to be reviewed by 30 June 2014 which will lead to further changes to the Instrument of Delegation, however, it has been recommended by the Local Ports Division (DTPLI) that certain sections namely Section 44C (Delegation), 44F (Other Works) and 44G (Port manager may act as harbour master if there is no harbour master) be included in order for the Council to exercise its powers more effectively in the capacity of Port Manager.

Financial and Other Resource Implications
Not applicable.

Risk Management & Compliance Issues
The review of Instrument of Delegation and addition of the sections mentioned above will enable the Port staff to address the operational and planning issues in a more effective manner. This may lead to greater safety and efficiency in Port operations.

Environmental and Climate Change Considerations
Not applicable.

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 for review of Instrument of Delegation has been to consult with Local Ports Division, Department of Transport, Planning and Infrastructure (DTPLI) and incorporate suggested changes to the delegation in order to empower the Port staff to exercise their duty in a more effective manner.

Implementation
The new Instrument of Delegation will come into force as soon as it is signed and sealed. An updated copy of the Instrument will be included in the register that is required to be kept.

Conclusion
Council is required under the Local Government Act to review delegations within the period of 12 months after a general election.

As a result of consultation with the Local Ports Division a number of changes have been proposed to the current Instrument of Delegation.

The *Port Management Act 1995* is currently under review and a number of changes are likely to be made once the review process is completed.

Attachments
1. Instrument of Delegation Port Management Act 1995

Recommendation(s)

That Council in the exercise of the powers conferred by sections 44C, 44F and 44G of the Port Management Act 1995, resolves that:

1. ***There be delegated to the person holding the position, acting in or performing the duties of General Manager Infrastructure & Services or the Manager Major Contracts, the powers, duties and functions set out in the Instrument of Delegation, subject to the conditions and limitations specified in that Instrument.***

2. ***The Instrument comes into force immediately after the common seal of Council is affixed to the Instrument.***

3. ***On the coming into force of the Instrument, all previous delegations concerning the Port Management Act 1995 are revoked.***

4. ***The duties and functions set out in the Instrument must be performed and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

5. ***Endorse the appointment of the following authorised officers under sections 18, 19, 21 of the Marine Safety Act 2010:***
   - ***Ranjani Jha, Manager Major Contracts***
   - ***Brian Shields, Team Leader – Port of Apollo Bay***
   - ***Phillip Falla, Port Officer – Port of Apollo Bay.***

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SUSTAINABLE PLANNING AND DEVELOPMENT

ITEM	
OM132407-14	GEELONG OTWAY TOURISM MEMORANDUM OF UNDERSTANDING
OM132407-15	SALINITY MANAGEMENT OVERLAY - ADOPTION OF AMENDMENT C67
OM132407-16	DOMESTIC ANIMAL MANAGEMENT PLAN
OM132407-17	REHABILITATION WORKS ON BARONGAROOK CREEK

OM132407-14 GEELONG OTWAY TOURISM MEMORANDUM OF UNDERSTANDING

AUTHOR:	Mike Barrow	ENDORSED:	Jack Green
DEPARTMENT:	Sustainable Planning & Development	FILE REF:	11/96419

Ordinary Council at its meeting on 26 June 2013 resolved that the matter be deferred to the meeting to be held on 24 July 2013.

Purpose
This report addresses the request for renewal of the Memorandum of Understanding between Colac Otway Shire Council and Geelong Otway Tourism for the period 1 July 2013 to 30 June 2014 and information on a resolution of the restructure of regional tourism that makes the proposed GOT MoU redundant.

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

Background
Geelong Otway Tourism Inc (GOT) was formed in 1993 and has provided an industry-based tourism partnership between the City of Greater Geelong, Shires of Surf Coast, Golden Plains, Colac Otway and the Borough of Queenscliffe. The Memorandum of Understanding (MoU) has provided the foundation of the relationship between the signatories, clarifying the roles and responsibilities of all parties.

Over the past three years, Council has agreed to extend the GOT MoU in lieu of the resolution of the restructure of regional tourism and the introduction of a Great Ocean Road Tourism Board. The formation of the new Board has stalled a number of times and over the past year Colac Otway Shire CEO, Rob Small, has convened meetings of regional municipal CEOs to seek agreement on a proposal that could be put to Tourism Victoria.

Council will remember that on 27 March 2013 it adopted the following resolution in response to the Interim Great Ocean Board Regional Tourism Board report completed in December 2012.

"That Council does not endorse the Great Ocean Road Tourism Interim Regional Tourism Board, Report to Stakeholders' Dec 2012 and writes to Tourism Victoria with the following recommendations:

- ***That Local Government funding contributions are set at current levels and costs to Council do not increase. Any increase over these levels be through collective negotiation with the member Councils along with associated levels of service increases.***
- ***That all staff of current regional tourism organisations be seconded to the new structure without loss of entitlements.***
- ***That the CEO be appointed through an independent open and competitive recruitment process.***

- ***That Colac Otway Shire retains the Colac and Great Ocean Road Visitor Information Centre at Apollo Bay and their respective staff.***
- ***That Colac Otway Shire retains the Tourism Development Officer position.***
- ***That, if established, the RTB undergo a process to evaluate the benefits of discarding the traditional membership subscriptions model of industry and that it consults with member municipalities before a final recommendation is made.***
- ***That if established the RTB, in response to local demand, strengthen the Great Ocean Road brand by limiting its use to appropriate areas within the wider region e.g. Surf Coast, Colac Otway and Corangamite Shires and allocate substantial funds for the marketing of the Great Ocean Road/Otways region.***
- ***That the overall funding model be adjusted to allow for a decrease in the City of Greater Geelong's contribution to a level that excludes their events and marketing budget.***
- ***That this shortfall in the budget be made up through an increased contribution by Tourism Victoria."***

Other regional Councils had similar misgivings about the reposed new structure and funding model.

On 6 June 2013, GOT wrote to Council seeking a further one-year extension to the MoU. The Officer report to the 26 June 2013 meeting of Council addressed this request and the terms of the MoU and recommended agreement with the extension. Council resolved that the matter be deferred to the meeting to be held 24 July 2013.

Since that decision, Colac Otway Shire CEO has convened a meeting of regional CEOs with Tourism Victoria and reached an in principle agreement on the structure and funding of the new Regional Tourism Board. There will be a report to the August meeting of Council that will fully explain the terms of the agreement, the proposed new structure and funding model of the Regional Tourism Board.

The proposed starting date for the new Board is 1 September 2013. This makes the proposed extension of the GOT MoU, redundant. However, since GOT will operate for at least 9 weeks into the 2013/14 financial year, Council is committed to continue payment to GOT for that period of time until the term of the new Board is officially commenced.

Council Plan / Other Strategies / Policy
A Planned Future
creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

Our Goal:
Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

Issues / Options
Council has the option to sign, or not sign, the MoU. Since part of the agreement to commence the new Great Ocean Road Regional Tourism Board includes the wind up of Geelong Otway Tourism and that the agreement includes the commencement of the new Board on 1 September 2013, there is no need to sign the MoU.

Since GOT will operate for at least 9 weeks into the 2013/14 financial year it is appropriate that Council agree to continue payment to GOT for that period of time or until the commencement date of the new Board.

It is recommended that Council does not sign the MoU and that it makes a pro rata payment based on the proposed 2013/14 payment structure to GOT for the period of 1 July 2013 to the commencement date of the new Regional Tourism Board.

Proposal
It is proposed that Council does not sign the MoU and that it makes a pro rata payment based on the proposed 2013/14 payment structure to GOT for the period of 1 July 2013 to the commencement date of the new Regional Tourism Board.

Financial and Other Resource Implications
The proposed Council GOT contribution for 2013/14 was to have been $80,544.91 a 3% CPI increase on last year's figure of $78,198.94.

A pro rata amount for nine weeks would be approximately $13,942.20. The remaining funds would be paid under MoU or partnership agreement with the new Regional Tourism Board.

Risk Management & Compliance Issues
The only risk factor in the recommendation to this report is that the proposed new structure and funding model for the Regional Tourism Board may not be supported by all Councils and that a further delay would ensue. In this scenario, there would be no regional tourism association to guide Council's regional tourism interests. At this point in the process, this is an unlikely outcome.

Environmental and Climate Change Considerations
There are no environmental risk factors related to this report.

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 resolution of Council on this proposal will be communicated to GOT by a letter from the CEO.

Implementation
Council will send a letter from the CEO communicating Council's decision.

Conclusion
Tourism is a growing industry that generates significant direct expenditure, infrastructure and facility investment and creation of jobs.
"*The Tourism Sector represents 7.4% of total employment in the Colac Otway Shire, approximately 643 jobs and is estimated to generate $104.7m in annual economic output."* (Attachment 3 - Tourism Economic Impact Analysis REMPLAN 2011).

Cooperative relationships with regional partners are essential to the ongoing growth of tourism in the Colac Otway Shire. GOT has served Council and the Shire tourism industry well but as we transition to the broader regional group encompassing Colac Otway, Surf Coast, Corangamite, Moyne, Glenelg, and Golden Plains Shires, City of Great Geelong and Borough of Queenscliffe in the Great Ocean Road Regional Tourism Board, the need for a MoU with GOT is redundant.

It is recommended that Council does not sign the MoU and that it makes a pro rata payment based on the proposed 2013/14 payment structure to GOT for the period of 1 July 2013 to the commencement date of the new Regional Tourism Board.

Attachments
Nil

Recommendation(s)

That Council does not sign the Memorandum of Understanding with Geelong Otway Tourism (GOT) and that it makes a pro rata payment based on the proposed 2013/14 payment structure to GOT for the period of 1 July 2013 to the commencement date of the new Regional Tourism Board.

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OM132407-15 SALINITY MANAGEMENT OVERLAY - ADOPTION OF AMENDMENT C67

AUTHOR:	Gemma Browning	ENDORSED:	Jack Green
DEPARTMENT:	Sustainable Planning & Development	FILE REF:	F11/3291

Purpose
The purpose of this report is for Council to consider the recommendations of the independent Planning Panel for Amendment C67 (Salinity Management Overlay) which considered submissions to the amendment, and for Council to adopt the amendment.

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

Background
Amendment C67 seeks to introduce the Salinity Management Overlay (SMO) to areas of the Shire that have been mapped as at risk from the effects of salinity by the Corangamite Catchment Management Authority (CCMA) and the former Department of Primary Industries (DPI) through a regional salinity mapping project.

What does Amendment C67 propose to do?
Amendment C67 introduces the SMO and Schedule at Clause 44.02 and the associated maps into the Colac Otway Planning Scheme. The mapped area identifies:

- Naturally occurring saline lakes and wetlands;
- Areas of secondary salinity where salinity is a threat to land productivity and built structures; and
- Buffer areas where salinity has the potential to impact on future development due to the presence of shallow groundwater tables.

The Amendment proposes to change the Planning Scheme by:

- Amending Clause 21.04 – "Environment" and Clause 21.04-4 – "Salinity" specifically by adding additional references to the extent of salinity in the Shire within the "Overview". It also proposes the inclusion of additional "Objectives and Strategies" that seek to avoid salinity impacting on development and development impacting on the extent of salinity as well as ensuring that major land use change does not expand the impacts of salinity. A map showing "Areas of Potential Salinity Impacts" is also introduced at the end of Clause 21.04.
- Amending Clause 21.06 by deleting the reference to considering the need for a Salinity Management Overlay in the Planning Scheme as this amendment responds to this action.
- Amending Clause 21.07 – "Reference Documents" to include the following reports and documents under "Environment":
    - Salinity Management Overlay Project Report, EnPlan-DBA with Dahlhaus Environmental Geology and Chris Harty Planning and Environmental Management, Corangamite CMA, 2006.

  - Colac Otway Shire – Salinity Management Overlay Salinity Occurrences and Mapping Background Report No 2, Dahlhaus Environmental Geology Pty Ltd, 2006.
  - Colac Otway Shire - Salinity Management Overlay Review of Mapping Boundaries, Dahlhaus Environmental Geology Pty Ltd, 2012.
  - Permit Application Requirements for Development Proposals where a Salinity Management Overlay Applies. EnPlan, 2006.
- Introducing Clause 44.02 "Salinity Management Overlay" and a Schedule to the Clause. The Schedule provides permit exemptions relating to vegetation removal and construction or extension of small non-habitable buildings.
- Introducing new SMO overlay maps identifying salinity affected areas and buffers.

Why is Amendment C67 required?
Amendment C67 is required to introduce the SMO. The SMO is an important tool to identify areas that experience salinity or have the potential to be affected by salinity within the lifetime of a development (usually 30-50 years) due to rising groundwater tables. Salinity can be a serious threat to assets, such as buildings, roads, underground infrastructure and gardens, can reduce the productivity of farming land, or can affect the quality of waterways.

The introduction of the SMO into the Planning Scheme is founded on Council obligations, as a planning authority, under both the *Planning and Environment Act* 1987 and the State Planning Policy Framework.

Section 12(1)(c) of the Act states that the duties and powers of a planning authority include regularly reviewing the provisions of the planning scheme for which it is responsible. Salinity is a land management hazard that can impact upon land productivity and development. Given that Council is now aware of the presence of salinity risk within areas of its municipality it is obligated to act to plan and manage salinity as a land management hazard under its planning scheme.

The requirement for Council to act, under its planning scheme is further supported by the State Planning Policy Framework under:

> *"Clause 13.03-3 Salinity – The policy encourages the identification of areas subject to salinity in the preparation of planning schemes to minimise the impact of salinity and rising water tables on land uses, buildings and infrastructure in rural and urban areas and areas of environmental significance."*

The SMO is the planning tool developed by the State Government for this purpose and is used in other municipalities such as Surf Coast Shire, City of Ballarat and Golden Plains Shire.

History of the Amendment Development
The Project was commissioned by the Corangamite CMA as part of its responsibility for implementation of the *Corangamite Regional Catchment Strategy* and the *Corangamite Salinity Action Plan*. The CCMA is responsible for strategic planning and advice on land and water resources, the monitoring of and reporting on resource condition, and undertaking statutory responsibility for waterways and floodplain management under the Water Act (1989).

The CCMA secured $260,000 from the National Action Plan for Salinity and Water Quality to develop planning tools to combat the impact of salinity in the regional landscape.

The *Corangamite Salinity Action Plan* outlines the need to alert local government planners of salinity risk within their municipality. The Plan recommends the introduction of SMOs where:

- local government has identified future growth corridors
- salinity currently exists or it is predicted to appear in the future (Corangamite Salinity Action Plan, p67).

By 2005 the CCMA developed plans with local government to guide infrastructure placement and urban subdivision, and in 2006 baseline mapping on all urban salinity was undertaken to provide information to local government and other asset managers.

Colac Otway Shire accepted a proposal to partner with the CCMA to develop and implement a SMO that supports Council with:

- Appropriate municipal planning in identified high risk saline areas
- Protecting municipal assets from the impact of salinity
- Providing a consistent framework throughout the Corangamite region to manage both primary and secondary salinity.

The purpose of the project was to guide decision making in any development in salinity prone areas. The project effectively assists Council to protect community infrastructure and assets including roads, buildings and agricultural production whilst reducing potential exposure to litigation.

A consortium of EnPlan-DBA with Dahlhaus Environmental Geology Pty Ltd and Chris Harty Planning and Environmental Management was engaged to conduct the project. The establishment of a project sub-committee involved strategic planners from the four participating councils (Colac Otway Shire, Surf Coast Shire, Golden Plains Shire and Corangamite Shire) representatives from the former Department of Primary Industries (DPI) and the appointed consultants.

Mapping of salinity has involved a combination of past work by Government agencies that ranges in age from the 1970s to 2005. In 2005 staff from the DPI interrogated existing salinity databases and identified and mapped salinity discharge areas across the Colac Otway Shire using a range of methods, including review of previous mapping studies, aerial photograph interpretation and ground truthing (through visual inspection of sites, identification of vegetation indicators and limited soil tests). DPI mapped the location and boundaries of saline areas, identified whether they are primary or secondary in nature and determined the degree of severity. This mapping process was undertaken in the second half of 2005.

Mapping of salinity and areas to which the SMO is proposed to be applied under the amendment has been through a number of iterations. Initial salinity mapping was compiled by DPI in 2005, followed by mapping for application of the SMO and definition of buffers around saline areas to which the SMO is applied by Dr Peter Dahlhaus of Dahlhaus Environmental Geology Pty Ltd in 2006.

The mapping has been further reviewed over a period from 2010 to 2012 following the acquisition of more detailed mapping derived from high resolution terrain data collected for the Shire using airborne light detection and ranging (LiDAR). This data was used to develop a high resolution digital elevation model (DEM) for use in refining the boundaries of the buffer for the SMO. DPI, CCMA and Dahlhaus Environmental Geology Pty Ltd have all worked on this refined mapping over the last few years to improve the accuracy of not only the sites of saline ground and its extent but also that of the buffers around areas of salinity.

The resulting SMO 'product' consists of overlay maps that apply to both primary and secondary salinity areas and a buffer zone around these areas to allow for the possible expansion of salinity over the next 30-50 years due to rising shallow groundwater tables. The width of the buffer areas is based on the slope of the land, using a high resolution DEM that utilises airborne LiDAR and groundwater level records from the past 25 years.

The identification and mapping of sites of salinity has been specific, resulting in the application of the SMO in a targeted, site specific manner. The appearance of the application of the SMO is similar to a series of spots which reflects how targeted the overlay is proposed to be applied within the Shire.

On land covered by the SMO a permit is required to construct a building or carry out works, to remove some forms of vegetation and to subdivide land. Avoiding building in a saline area is the preferred strategy. Where alternative development sites are available they should be used. Where building in a saline environment cannot be avoided various building standards and products can be used, such as damp proof slabs, salt resistant bricks and concrete, non-metal pipes, and sites can be revegetated to reduce groundwater recharge. The overlay does not necessarily prevent the use and development of land, but rather ensures that the risks associated with salinity are properly taken into consideration. The overlay will inform future planning and enable better land use decisions by ensuring landowners, developers and Council are aware of any potential salinity problems.

Importantly Surf Coast and Golden Plains Shire have already been successful in implementing a SMO based on mapping developed through the same project and using the same methodology.

Amendment Status

On 23 September 2009, Council resolved to request the Minister for Planning to authorise Council as the Planning Authority to prepare Amendment C67. The resolution was subject to updated mapping being provided to Council by the CCMA. As noted above, the mapping was updated by applying the use of higher resolution terrain data (LiDAR[1]) and improved Geographic Information System (GIS) and Digital Elevation Modelling (DEM) methods to more accurately reflect the extent of salinity hazard. The updated mapping was received early in 2012 and the planning amendment maps were prepared to form part of Amendment C67.

On 23 October 2012, the Minister for Planning authorised Council as the Planning Authority to prepare the Amendment (Authorisation No. A02414). Amendment C67 was exhibited for 7 weeks between 1 November 2012 and 20 December 2012 and received 12 submissions, including:

- Four (4) submissions from statutory/referral authorities offering no objection to the Amendment
- One (1) submission in agreement with the Amendment
- Seven (7) submissions objecting to the Amendment.

The primary issues raised in the submissions can be summarised as follows:

- The accuracy and extent of the mapped areas, particularly the width of the applied buffer zones.
- The appropriateness of the overlay in addressing salinity with respect to building construction.

[1] Light Detection and Ranging – an aircraft based laser system for accurately measuring elevation.

- Impacts on Council resources and liability.
- The potential reduction in property values and the potential effect on development opportunities.

Council resolved on 23 January 2013 to refer all submissions to an independent planning panel. The panel sat for one day on 19 April 2013 and heard from Council including its expert witness Dr Peter Dahlhaus from Dahlhaus Environmental Geology Pty Ltd and one submitter who had requested to be heard (Mr Robert Missen). Council received the panel report dated 6 June 2013 (**Attachment 2**) and it was released publicly on 17 June 2013.

Council Plan / Other Strategies / Policy
A Healthy Community and Environment
Actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

Our Goal:
Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

This amendment also relates to the former 2009-13 Council Plan (Land Use and Development). In making the proposed changes the amendment has supported the actions in that Plan:

- *"Regularly update and improve the Colac Otway Planning Scheme through Planning Scheme amendments".*
- "*Ensure that environmental risks are adequately addressed for new development and land use*".
- "*Introduce a Salinity Management Overlay to affected areas*".

It is considered that Amendment C67 will assist in the achievement of the Council Plan's directions.

The application of a Salinity Management Overlay is also one of the key actions of the Two Year Action Plan adopted by Council to implement its Environment Strategy.

Issues / Options
Overall, the Panel supports Amendment C67 and recommended it should be adopted generally as exhibited subject to the following recommendation:

> *"Adopt the changes to the Salinity Management Overlay as shown in the submitter casebook in the Hearing with the exception of Mr Missen's property at 140 Eurack Road, Beeac. At this property the final boundaries of the overlay should be determined after a further review; but using the same methodology as used elsewhere in the Amendment."*

The further review of Mr Missen's property was conducted on 1 July 2013 and revised mapping is shown in the report developed by Dr Dahlhaus (**Attachment 3**). The following changes have been made to the SMO boundaries:

1) Removal of the SMO covering the small land depression north of Eurack Road. The depression was originally mapped as a semi-permanent saline wetland (salt pan) by Andrew Corrick (1982) and included in the 1994 Corrick Wetlands GIS layer (DSE 2004). Corrick's mapping relied heavily on aerial photograph interpretation (1970s & 1980s) and it is unlikely that the classification of this particular feature was validated on the ground at the time.

2) The salinity mapping south of Eurack Road has been adjusted to better fit with the topography, soil texture and field observations, and consequently, the SMO boundary has also been slightly changed.

In its consideration of Amendment C67, the Panel identified the following key issues in its report:

- Planning Context
- Methodology behind the SMO
- Individual properties subject to submissions.

Planning Context

The Panel was supportive of the strategic basis to Amendment C67 and its support for implementing sound planning in Victoria. The Panel concluded:

"The Panel considers that the Amendment is supported in State policy by identifying areas at risk of salinity and then seeking to develop appropriate local policy to support the application of the specific tool, the SMO.

The Panel notes the long history of development of the strategic and technical studies behind the Amendment and considers that the approach in principle is sound. The exemptions in the SMO head clause and schedule should help to ensure that minor planning proposals are not subject to unreasonable assessment.

The Panel also notes that Council has included a reference document that is a guide for applicants and Council officers. Whilst not a statutory part of the Planning Scheme, this should assist with the requirements for where a permit is required.

The Panel has reviewed the clauses to be changed and/or included in the planning scheme and considers that the drafting is acceptable."

Methodology behind the SMO

The methodology used to produce the mapping for the SMO and the accuracy of the mapping was questioned at the Panel Hearing and was considered by the Panel. The Panel concluded:

"The Panel considers the methodology used should be considered as best practice and accepted as the basis of the SMO. Where the methodology has been challenged on individual properties, only minor changes have resulted which do not, in the Panel's view, go to the integrity of the methodology in general.

Based on the evidence of Dr Dahlhaus, Council should consider a review of some of the mapping at Mr Missen's property."

The Panel directly responded to the question raised by submitters as to the need to revisit and re-map all areas affected by the proposed SMO mapping because of the small changes to some of the mapped SMO areas when investigated in response to submissions on the amendment. The Panel did not accept this view for the following reasons:

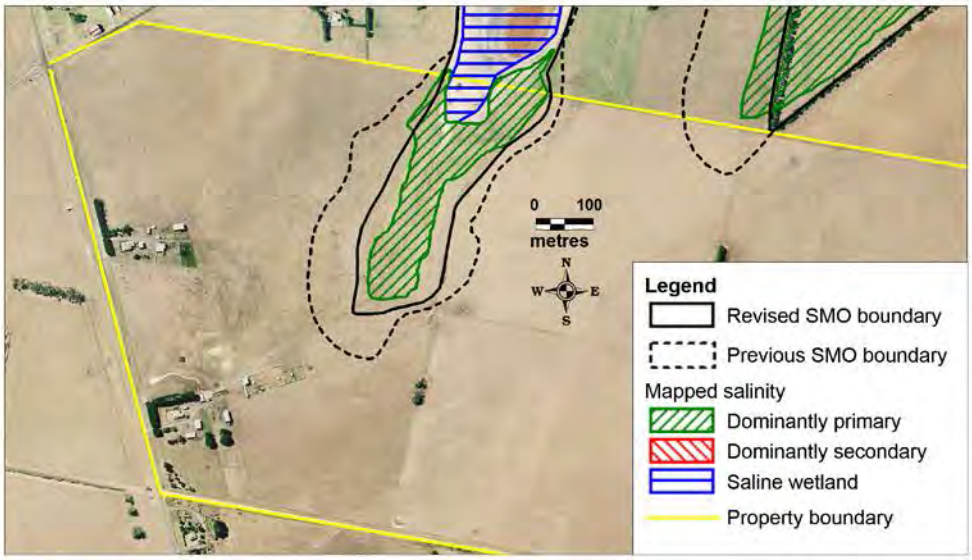
"Firstly it was feasible to review a very small number of properties in response to submissions, but it would not be financially viable or in the broader public interest to undertake such a review of all mapped properties for such a 'small return' in terms of changes.

Secondly, there is not any particular technical evidence that the methodology is flawed to the extent that such a review is warranted. Indeed to the contrary, the Panel was presented with evidence that the methodology is sound in principle and the best available at this time.

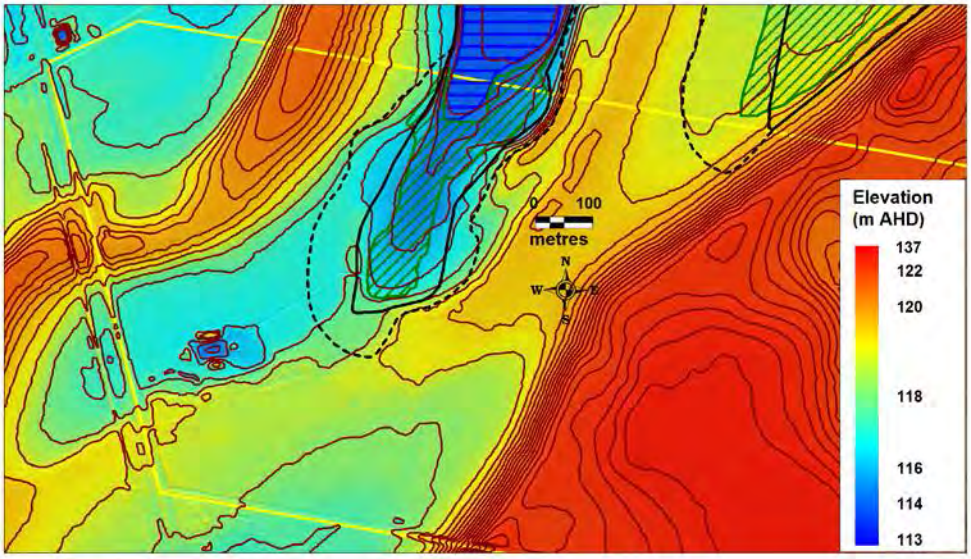
Thirdly, the Panel is satisfied that there is adequate discretion and flexibility through the planning permit process to address any proposals on the margins of the mapped salinity areas.

The review of properties of submitters who raised concerns about the accuracy and extent of the overlays on their properties led to very small changes to the proposed SMO boundaries. This was based on observations made at the time of the inspection and the outcomes of salinity management works undertaken by landowners. The changes also reflected changes to the groundwater table that have occurred. To a large extent the actions taken by land owners to manage secondary salinity have been successful but there is a question as to whether they will continue to manage the issue if there is a run of above average wet years. The SMO would provide a risk management framework to manage such impacts."

It is considered the above reasoning of the Panel is sound and confirms that the methodology used to develop the SMO mapping is best practice. Further to the panel's comment regarding the financial viability of a review of all mapped areas, the cost of completing this work has been estimated at $250,000. The Panel has clearly indicated that there is not the public benefit required to justify this expenditure. Secondly Council does not have the budget available to undertake this work. An example of the minor changes recommended by Dr Dahlhaus as a part of his assessment of submitters property is shown in Figure 1.



2007 aerial image (Corangamite CMA - DSE)



2007 LiDAR digital elevation model (Corangamite CMA - DSE)
50cm contour interval
Histogram equalisation colour stretch

Figure 1. Revised SMO boundaries on a Beeac property following inspection and review by Dr Dahlhaus.

Individual properties subject to submissions

In response to submitters who expressed concern over the mapping of the SMO and the boundaries of the Overlay on their respective properties, Council appointed Dr Peter Dahlhaus to conduct individual site inspections and revisit the SMO mapping as required. The outcome in all cases was that salinity was present and that changes to the mapping were small and generally associated with the application of buffers.

The Panel concluded that the changes recommended by Dr Dahlhaus were acceptable and should be adopted as part of Amendment C67. The Panel further recommended that Mr Missen's property be revisited to review the SMO boundaries, using the same mapping methodology, to determine final boundaries of the Overlay.

Matters that have arisen since the Panel Hearing

Since the Panel Hearing in April, a number of landowners affected by the proposed SMO have raised concerns that the application of the SMO is inaccurate and will prevent the on-going use of the land for agriculture without the requirement for a permit.

As already noted the Panel has clearly indicated that it would not be financially viable or in the broader public interest to accommodate further on-ground mapping investigations.

It is important to note that the application of the SMO does not prevent the on-going use of the land for agricultural purposes and in particular does not affect the use of the land for irrigation. The SMO is an overlay control that is limited to a permit trigger for buildings and works, some vegetation removal and subdivision. This does not include the use of land for irrigation or the planting of deep rooted perennial pasture plant species.

The role of the SMO is to ensure that salinity is considered through a permit process and it cannot prohibit outright any development. The application of the SMO is targeted in nature; hence there is significant opportunity for potential applicants to avoid triggering a permit by siting development outside of SMO affected areas.

In respect of irrigation, it is noted that one land owner made claims that a condition of his irrigation licence from Southern Rural Water (SRW) would be affected by the application of the overlay, placing the licence at risk. Following officer discussions with SRW (which is responsible for management of groundwater) however, it is clear that this claim is untrue – there are no conditions of current licences which relate to planning overlays.

It is also important to note that the application of the SMO is largely directed to low lying and flood prone areas where there is often an existing Land Subject to Inundation Overlay (LSIO) and/or Environmental Significance Overlay Schedule 2 (ESO2). A permit trigger for buildings and works already exists under these overlays, hence, the SMO is unlikely to trigger many additional permits but instead it will ensure that salinity is considered through the existing permit process.

The SMO is accompanied by a local Schedule which includes additional permit exemptions to ensure that minor works do not require a permit. The amendment also includes a "ready reckoner" to further assist in reducing onerous permit application requirements for more simple forms of development. The SMO schedule has been designed to minimise unnecessary complications whilst retaining a process under which serious impacts either from, or on salinity, can be planned for, considered and assessed by both an applicant and Council. Referral authorities are involved to support Council with expertise in the permit application assessment process.

Regarding persons now expressing concerns post Panel Hearing, it is considered Council has acted in a fair and transparent manner and beyond legislated requirements in exhibiting Amendment C67. Council gave 7 weeks instead of 4 weeks' notice and sent notices to all affected landowners when under normal circumstances, it would have been sufficient to have published additional notices in local newspapers given the number of properties affected by the amendment. Persons affected by the amendment had an opportunity to make a submission and be heard by the independent Panel appointed by the Minister for Planning. All persons who have claimed not to have received notice of the amendment were sent a notice at the beginning of the submission period.

Council has the options of:

a) Adopting the amendment as exhibited
b) Adopting the amendment with changes
c) Abandoning the amendment.

Amendment C67 has been processed in a fair and transparent way in accordance with Council policy and State legislation. Given the support of the Panel Report, the considerable time and financial investment thus far and the associated risk to Council it is not recommended to consider abandoning the amendment.

Proposal

It is proposed that Council, having considered the recommendations of the Panel Report, adopts the amendment with minor changes that respond to the Panel's findings, and requests the Minister for Planning to approve the amendment.

Financial and Other Resource Implications

Costs associated with Amendment C67 were funded in the 2012/13 Strategic Planning Programme budget, including an amount set aside for Panel fees. The cost of staff time administering the amendment is mostly being borne by the State Department of Transport, Planning and Local Infrastructure (DTPLI) through the Rural Planning Flying Squad program, which has reduced the cost to Council of the amendment.

Risk Management & Compliance Issues

The Council received grant funding from the CCMA in 2004 under the federally funded National Action Plan for Salinity and Water Quality and agreed as part of the project to undertake a planning scheme amendment to implement a SMO. Council has an obligation to uphold this agreement, and whilst it could resolve not to proceed, Council would risk damaging its relationship with the CCMA and the potential for future funding from that agency.

If Council chooses not to introduce a SMO, there is potential that Council could be held liable in the future if built structures such as dwellings are damaged by salinity, and it is found by a court that Council had knowledge of the land being salinity affected and didn't introduce a planning control to appropriately recognise this risk, and ensure that appropriate measures are undertaken to address the issue.

There has been an instance in a nearby municipality where residential development has been permitted in an area affected by salinity, raising questions by land owners of why they were not advised of the risk to future buildings on that land. The longer that Council is in possession of salinity mapping that sits outside of the Planning Scheme, the risk of later actions being brought against Council is increased.

There is a risk of adverse reaction from the community to increased planning controls over their land as demonstrated by the response to the amendment. Whilst this is understood, it is important that Council appropriately manages its risks as noted above and fulfils its responsibility as a Planning Authority.

Environmental and Climate Change Considerations
The introduction of an SMO would have positive effects on the environment by discouraging development in salinity affected areas, and encouraging the planting of vegetation and other measures associated with development applications that would aim to minimise environmental damage from salt rising to the ground surface.

There are already indications that climate change is changing ground water levels through prolonged periods of dry weather and it is unclear how this will impact on salinity of the soil in the long term if these trends continue.

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 has been consult, through public exhibition of the amendment. Amendment C67 was exhibited for 7 weeks between 1 November 2012 and 20 December 2012. Advertising of the amendment included:

- Notices sent to affected landowners (approximately 586 individual notifications)
- Advertisements were placed in the Colac Herald, Birregurra Mail and Apollo Bay News sheet
- Media releases at various times.

There have been 12 submissions received. Site inspections were conducted with submitters who expressed concerns regarding the accuracy of the mapping with a view to ameliorating concerns. The submitters have been given the further opportunity to have their issues heard and considered by an independent planning panel. Only one submitter requested to be heard at the Panel Hearing. This Panel has now delivered its report and recommendations.

Implementation
The Minister for Planning will be requested to approve Amendment C67 with changes. Following this the changes will then become part of the Colac Otway Planning Scheme. Submitters to the amendment will be notified of Council's decision.

Conclusion
This report represents the conclusion of a comprehensive strategic planning process, commencing in 2006 through the CCMA's Salinity Management Overlay Project, followed by the 2012 mapping review and update, and concluding with this amendment. All submissions have been considered by an independent Planning Panel. The Planning Panel Report has been received and confirms the strength of the amendment, the requirement for the SMO and supports the methodology for the associated mapping. The recommendation to Council is to support the Panel recommendations and adopt the amendment with minor changes.

Attachments
1. Amendment C67 Exp Report Ordinances Maps
2. Colac Otway C67 Panel Report
3. Missen SMO Changes Report Dahlhaus July 2013

Recommendation(s)

That Council:

1. ***Adopts Amendment C67 with the following changes:***
    a. ***Mapping alterations proposed by the Panel to the Salinity Management Overlay as shown in the attached maps (Attachment 1) that include the post exhibition changes presented to panel and the post panel changes identified for Mr Missen's property.***
    b. ***Changes to the Salinity Management Overlay Schedule to:***
        i. ***Remove the permit requirement for removing, destroying or cutting grass associated with use of land for agriculture within 30m of a waterway and***
        ii. ***Insert an additional permit exemption for earthworks that do not raise the ground level topography by more than 200mm.***

2. ***Forwards the adopted amendment to the Minister for Planning for approval.***

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OM132407-16 DOMESTIC ANIMAL MANAGEMENT PLAN

AUTHOR:	Graeme Murphy	ENDORSED:	Jack Green
DEPARTMENT:	Sustainable Planning & Development	FILE REF:	F11/3291

Purpose
The purpose of this report is to explain the process undertaken to review the Domestic Animal Management Plan and seek Council's endorsement for the Plan to be formally adopted and forwarded to the Secretary of the Department of Environment and Primary Industries.

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

Background
Council is required to review and approve the current Domestic Animal Management Plan (the Plan) by July 2013, as per the statutory requirements of the Domestic Animals Act 1994 – section 68A. The completed Plan should be received by the Secretary of the Department of Environment and Primary Industries in July 2013.

Council Plan / Other Strategies / Policy
Good Governance
means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
In 2008, a Domestic Animal Management Plan was developed for the Colac Otway Shire Council. The 2008-2012 Plan focused Colac Otway Shire Council's limited resources on the key issues confronting the Shire. These included unregistered dogs and cats, dogs at large and dog attacks on people and livestock, cats – both wild and nuisance. These key issues have not altered and remain a priority for Colac Otway Shire Council.

The Colac Otway Shire has a number of issues relevant to domestic animal management within the shire. The issues of particular concern that have been identified in Part 3 of the 2013 Plan are:

- Lack of compliance in regard to registration of dogs and cats
- Dogs at large
- Barking dog issues
- Nuisance and feral cats.

As detailed in the Plan these issues will be addressed by the provision of education, information and proactive services such as:

- Regular advertisements in the local print media and local radio
- Animal information pamphlets made available at local events
- Information pamphlets/packages available at Council Offices
- Direct communication and interaction by Authorised Officers with the Community
- Continuation of the delivery of the Responsible Pet Education program (Delivered to 10 schools/kindergartens during 2012)
- Renewal follow-ups for registration and identification of domestic dogs and cats
- Timely nuisance complaint response and investigation
- Cat trap hire services.

Proposal
That Council endorses the adoption of the attached Colac Otway Shire Domestic Animal Management Plan 2013.

Financial and Other Resource Implications
There are no financial issues associated with the adoption of the Draft Domestic Animal Management Plan. This Plan has been developed based on current resources and will not necessitate additional funding to meet the required standard.

Risk Management & Compliance Issues
There are no significant risk management issues associated with the adoption of the Draft Domestic Animal Management Plan 2013. There were no submissions received relating to the draft Plan during the six week public consultation period. Domestic animal registration and responsible pet ownership and the associated need for compliance actions are accepted by the vast majority of pet owners who understand and comply with legislative requirements.

If the recommendation made in this report is supported, the Domestic Animal Management Plan 2013 will be forwarded to the Secretary of the Department of Environment and Primary Industries as per the statutory requirements of the Domestic Animals Act 1994 – Section 68A.

Environmental and Climate Change Considerations
There are no major environmental considerations associated with the adoption of the Domestic Animal Management Plan.

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 was to consult with the community and included seeking written comment on the Draft Domestic Animal Management Plan. Hard copies of the Plan were placed at Council Offices and public libraries. The Plan was also available for viewing on Council's website.

There has been constant communication, consultation and meetings with key stakeholders including Veterinary Clinics, RSPCA Geelong, Vic Rangers Web Site, South West Authorised Officers Group and the Department of Environment and Primary Industries (Bureau of Animal Welfare).

There were no written submissions received during the public consultation period. As a result the need for Council Officers to meet with members of the community to discuss any issues they may have in relation to the Plan did not arise.

Implementation
The actions in the Plan will be incorporated into the annual business plans of the Environment and Community Safety Unit to ensure they are implemented and reported on regularly.

Conclusion
The Colac Otway Shire Domestic Animal Management Plan 2013 has been developed to meet Council's statutory obligations under the provision of Section 68 A – Domestic Animals Act 1994. The Plan was released for a six week public comment period and no submissions were received. As a result there have been no amendments made to the Plan following the public consultation period.

Attachments
1. Colac Otway Shire Domestic Animal Management Plan 2013

Recommendation(s)

That Council adopts the attached Colac Otway Shire Domestic Animal Management Plan 2013.

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OM132407-17 REHABILITATION WORKS ON BARONGAROOK CREEK

AUTHOR:	Stewart Anderson	ENDORSED:	Jack Green
DEPARTMENT:	Sustainable Planning & Development	FILE REF:	F11/3291

Purpose
The purpose of this report is to brief Council in relation to the rehabilitation works being undertaken along Barongarook Creek by Council and to recommend a response to a petition calling for proof of Council's commitment to follow up maintenance.

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

Background
The Lake Colac and Barongarook Creek Revegetation and Weed Control Plan (the Plan) was developed in accordance with a motion passed by the Lake Colac Consultative Committee in April 2008. A small working group was formed to guide the development of the process. The Plan (see Attachment 1) was endorsed by Council's Executive Management Team in March 2009. The rehabilitation of Barongarook Creek has been discussed with Council, prior to the works being undertaken.

The Plan aims to improve water quality in the waterways and improve the amenity of the area for users of the Council managed land adjoining Lake Colac and Barongarook Creek. The Plan details the revegetation and weed control works that need to be carried out in order to achieve these aims. A number of media releases were issued explaining the purpose of the Plan.

The Plan provides the basis for developing more detailed action plans on an annual basis. The costs for the works proposed in the Plan and the associated maintenance are within operational budget allocations that are subject to annual budget approval by Council.

It is important to highlight that the Plan recommends a staged removal of exotic trees along Barongarook Creek. The first stage was undertaken in 2009 between the Murray Street Bridge and the footbridge. The second stage was undertaken in 2010 between the footbridge and the Chapel Street Bridge. Considerable efforts were made to inform the community about the value of this work and further information was released as the work progressed. There was very little negative response from the community in relation to the first two stages of exotic tree removal.

Council's Environment Unit has coordinated the removal of exotic trees and revegetated the banks with native vegetation. The native vegetation has been planted in a way that aims to improve the health of the creek but also to keep the space open and inviting in order to meet both environmental and amenity needs. Council continues to undertake weed control and supplementary planting along this stretch on a yearly basis.

In March 2013 Council completed the third stage of exotic tree removal along a 300m stretch north of the Chapel Street Bridge. Council undertook an extensive community engagement process prior to commencing works including letter drops to landholders within an approximate 200m buffer of the creek. Details of the project were also published in the Colac Herald's Environment Column to reach the wider community.

Council received limited queries about the project and the concerns were largely resolved through onsite meetings. A presentation and site tour was also given to the Lake Colac Consultative Committee to ensure representatives from the local user groups had the opportunity to comment on the tree removal prior to the commencement of works.

Council Plan / Other Strategies / Policy
A Healthy Community and Environment actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

Our Goal:
Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

Issues / Options
In May 2013 Council received a letter from the petitioner (see Attachment 2) along with a petition signed by 57 people raising concerns about the need for follow up maintenance in the areas where the exotic tree removal has been undertaken along Barongarook Creek. The petition was tabled at the Council meeting held in June 2013.

A number of on-site meetings have been held with the petitioner to explain why the works have been done and to discuss the concerns in detail. While the petitioner was not supportive of the exotic tree removal the petitioner shares Council's desire to improve the health of Barongarook Creek. Accordingly the petitioner is seeking Council's commitment to undertaking the ongoing maintenance required to prevent the proliferation of weeds. As explained to the petitioner during the site visits Council is committed to undertaking the maintenance required to prevent the proliferation of weeds.

There are no plans to do further exotic tree removal in the next financial year. The focus will be on consolidating the works carried out in the first three stages to ensure the area is effectively maintained after revegetation is completed, through adequate weed control and follow up planting when required. Although these works will be undertaken carefully they are challenging because Council is trying to achieve a balance between environmental and amenity needs. Council will continue to work with the local community and the members of the Lake Colac Coordinating Committee to get the balance right. It will take a while for the newly-planted trees to all get established, but in a few years the area will look better and the benefits will also be seen in the longer term through the improved health of the creek.

Proposal
To write to the petitioner and confirm Council's commitment to undertaking maintenance along Barongarook Creek in order to achieve the objectives set out in the Lake Colac and Barongarook Creek Revegetation Plan.

Financial and Other Resource Implications
There are no financial issues associated with the proposal in this report. The maintenance commitment can be delivered with current resources and will not necessitate additional funding to meet the required standard.

Risk Management & Compliance Issues
There are no significant risk management issues associated with the proposal in this report.

Environmental and Climate Change Considerations
There are no environmental issues associated with the proposal in this report.

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 was collaborate and included many discussions with the community members of the Lake Colac Coordinating Committee to inititially develop the Lake Colac and Barongarook Creek Revegetation Plan in 2009. Site visits were also held with committee members before each of the three stages of tree removal to agree on exactly what trees would be removed. Once the trees were marked the residents in the immediate area were informed about the works and explained the reason for their removal. In addition media releases were issued to let the broader community know about the works. Residents were invited to contact Council to discuss the matter if they had any questions.

Implementation
If the recommendation is supported Council's Chief Executive Officer will write to the petitioner confirming the commitment to undertaking maintenance along Barongarook Creek in order to achieve the objectives set out in the Lake Colac and Barongarook Creek Revegetation Plan.

Conclusion
There are no plans to do further exotic tree removal in the next financial year. The focus will be on consolidating the works carried out in the first three stages to ensure the area is effectively maintained through adequate weed control and follow up planting. The works along Barongarook Creek in stage three will be followed up with revegetation works in September followed by a consistent weed monitoring program. It will take a while for the newly-planted trees to all get established, but in a few years the area will look better and the in the longer term the benefits will be seen through the improved health of the creek.

Attachments
1. Lake Colac and Barongarook Creek Revegetation and Weed Control Plan 2009

Recommendation(s)

That Council:

1. Acknowledges the submission presented by the petitioner and endorses the rehabilitation works and the associated maintenance program being undertaken along Barongarook Creek; and

2. Requests that the Chief Executive Officer write to the petitioner confirming Council's commitment to undertaking maintenance along Barongarook Creek in order to achieve the objectives set out in the Lake Colac and Barongarook Creek Revegetation Plan.

GENERAL BUSINESS

ITEM
OM132407-18 ASSEMBLY OF COUNCILLORS
OM132407-19 MINUTES FROM YOUTH COUNCIL MEETINGS

OM132407-18 ASSEMBLY OF COUNCILLORS

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

Introduction
The *Local Government Act 1989* (the Act) requires that records of meetings, which constitute an Assembly of Councillors, be tabled at the next practicable meeting of Council and incorporated in the minutes of the Council meeting.

Definition
An "assembly of Councillors" is a defined term under section 3(1) 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.

As part of decision making processes at Colac Otway, it is essential that Councillors are briefed on a range of issues which come before Council for consideration. As a means of providing this information, Assembly of Councillors briefings are conducted.

Assemblies are also attended by Council Officers, and sometimes other specific advisors, to provide Councillors with a detailed knowledge and understanding of issues under consideration to a level of detail that would inhibit timely decision-making, that would not be possible in an open council meeting, where decision-making related debate is governed by strict meeting procedures.

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 names of all Councillors and members of Council staff attending;
- the matters considered;
- conflict of interest disclosures made by a Councillor (if any are made); and
- whether a Councillor who has disclosed a conflict of interest leaves the assembly.

It is a requirement that the record of an assembly is to be reported to the next practicable ordinary meeting of Council and be incorporated in the minutes of that Council meeting.

Assemblies of Councillors
The following Assemblies of Councillors have been held:

- Friends of the Botanic Gardens 13 June 2013
- Councillor Briefing Session 26 June 2013
- CEO's Performance Review 4 July 2013
- Councillor Workshop 10 July 2013
- Councillor Workshop 17 July 2013.

Attachments
1. Friends of Botanic Gardens - 13 June 2013
2. Councillor Briefing Session - 26 June 2013
3. CEO's Performance Review - 4 July 2013
4 Councillor Workshop - 10 July 2013
5. Councillor Workshop – 17 July 2013

Recommendation(s)

That Council notes the Assembly of Councillors reports for:

- ***Friends of the Botanic Gardens 13 June 2013***
- ***Councillor Briefing Session 26 June 2013***
- ***CEO's Performance Review 4 July 2013***
- ***Councillor Workshop 10 July 2013***
- ***Councillor Workshop 17 July 2013.***

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OM132407-19 MINUTES FROM YOUTH COUNCIL MEETINGS

AUTHOR:	Rhonda Deigan	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	11/96640

It has been previously agreed to by Council that the minutes of Youth Council meetings should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.

Attached are the minutes of Youth Council meetings held on:

- 27 May 2013
- 17 June 2013
- 24 June 2013.

Attachments

1. Minutes - Colac Youth Council - 20130527
2 Minutes - Colac Youth Council – 20130617
3. Minutes – Colac Youth Council - 20130624

Recommendation(s)

That Council notes the minutes arising from Youth Council meetings held on:

- ***27 May 2013***
- ***17 June 2013***
- ***24 June 2013.***

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NOTICES OF MOTION

ITEM	
OM132407-20	**COLAC BYPASS - SOCIO-ECONOMIC IMPACTS STUDY**
OM132407-21	**GEELONG OTWAY TOURISM**
OM132407-22	**COUNCIL BUDGETS**
OM132407-23	**COLAC OTWAY SHIRE COUNCILLOR REPRESENTATIVE – TIMBER TOWNS COMMITTEE (CR BRIAN CROOK)**

Please Note:

Cr Delahunty has withdrawn the Notice of Motion (Planning Advisory Committee) that had been deferred by the Mayor from the June 2013 Ordinary Council Meeting to the July 2013 Ordinary Council Meeting.

OM132407-20 COLAC BYPASS - SOCIO-ECONOMIC IMPACTS STUDY (CR MICHAEL DELAHUNTY)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 24 July 2013:

"That Council:

1. Requests VicRoads commission a study into the socioeconomic impacts of a possible Princes Highway Realignment from the CBD of Colac and that such study occur at the earliest time, prior to consideration of possible corridors, in order to provide to the community an understanding of the implications of the proposal.

2. Requests VicRoads consider the future route of the Princes Highway with respect to the CBD of Colac as part of its long term Infrastructure Planning for the Princes Highway and that such consideration occur following a social, economic and environmental study of the implications of route options, irrespective of a construction schedule in order to provide certainty to regional land owners and allow strategic planning controls to be developed.

Recommendation

That Council consider the contents of this Notice of Motion.

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OM132407-21 GEELONG OTWAY TOURISM (CR STEPHEN HART)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 24 July 2013:

"That Council:

1. Resolves that it will not be signing any Memorandum of Understanding between the Colac Otway Shire Council and Geelong Otway Tourism and instructs the Council Chief Executive Officer to cease Council's involvement with Geelong Otway Tourism immediately,

2. Notes that nothing in this resolution changes the authorisation to the Council Chief Executive Officer to participate in discussions about a possible replacement Regional Tourism body, and

3. Notes that agreement to participate in a new Regional Tourism body is subject to it being approved at a future Council meeting."

Recommendation

That Council consider the contents of this Notice of Motion.

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OM132407-22 COUNCIL BUDGETS (CR STEPHEN HART)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 24 July 2013:

"That Council:

1. Aims to reduce the extent of future rate rises,

2. Instructs the Chief Executive Officer to ensure that all future draft budgets contain an increase in average Council rates, including the municipal charge, general rate and waste management charge of less than six percent,

3. Notes that this doesn't mean that any such budget will necessarily be approved,

4. Notes that any budget containing an average increase of six percent or more has no prospect of being supported by the majority of Council, and

5. Instructs that this arrangement is to continue unless this resolution is explicitly rescinded."

Recommendation

That Council consider the contents of this Notice of Motion.

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OM132407-23 COLAC OTWAY SHIRE COUNCILLOR REPRESENTATIVE – TIMBER TOWNS COMMITTEE (CR BRIAN CROOK)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 24 July 2013:

Purpose
The purpose of this motion is to ensure Councillor representation at the Timber Towns Victoria meetings which are held at MAV Offices, 60 Collins St, Melbourne between 10am and 12:30pm each month

Background
At the Statutory Meeting 2012, Cr Smith requested and was appointed the Councillor representative on the Timber Towns Victoria Committee.

Timber Towns Victoria Committee presents Council with:

- The opportunity to join an advocacy body and have issues advanced on Council's behalf
- Networking across the timber industry sector
- Communication channels at both Federal and State levels
- Access to information regarding forest policy development
- Opportunity to direct projects and policy initiatives that benefit the Local Government sector

Council is at present represented by an officer but no Councillor.

Issues/Options
There have been 4 Timber Towns Victoria meetings. Unfortunately we have had no representation at those meetings. Cr Russell attends Rural Councils Victoria meetings from 12:30 to 3pm on the same day as Timber Towns meetings, at the same venue, and could provide Council representation to this important industry body.

Proposal
That Cr Russell be appointed the Colac Otway Shire representative to Timber Towns Victoria

Financial and Other Resource Implications
There are no additional financial or resource implications arising

Implementation
If supported by Council the recommendation would be implemented immediately

Conclusion
Councillor representation is a vital component to true advocacy on behalf of the timber industry, involvement in policy initiatives, accessing information regarding forest policy development, networking with the sector and communicating with both Federal and State governments

Recommendation
That Council appoints Cr Russell to represent Colac Otway Shire as Councillor representative at Timber Towns Victoria meetings.

Recommendation

That Council consider the contents of this Notice of Motion.

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IN COMMITTEE

Recommendation

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

SUBJECT	*REASON*	*SECTION OF ACT*
Confidential Memo for Consideration - ByPass Study - Council Report	this matter deals with legal advice	Section 89 (2) (f)
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)

ORDINARY COUNCIL MEETING

WEDNESDAY, 24 JULY 2013

ATTACHMENTS

PAGE NO.

CORPORATE AND COMMUNITY SERVICES

OM132407-3 Instrument of Delegation - Old Beechy Rail Trail Committee

Attachment 1: Instrument of Delegation - Old Beechy Rail Trail Committee 5

OM132407-4 Guarantee of Community Loans Policy

Attachment 1: Draft Guarantee of Community Loans Policy 11

OM132407-5 Council Policy Review

Attachment 1: Policy 2.4 Confidential Information 17

Attachment 2: Policy 2.5 Community Engagement 21

Attachment 3: Policy 2.6 Customer Service Policy/Guidelines 35

Attachment 4: Policy 4.2 Council Property Leasing 57

Attachment 5: Policy 4.3 Sale and Exchange of Council Land 74

Attachment 6: Policy 6.2 Funding Advances to Community Organisations 79

Attachment 7: Policy 6.3 Donations - Miscellaneous 83

Attachment 8: Policy 6.4 Council Support to Neighbourhood Houses 85

Attachment 9: Policy 7.4 Equal Employment Opportunity 89

Attachment 10: Policy 9.1 Off-Loading of Livestock at the Colac Livestock Selling Centre 93

Attachment 11: Policy 10.1 Maternal and Child Health Services 96

Attachment 12: Policy 11.1 Rates Assistance to Community Groups 100

Attachment 13: Policy 11.4 Assistance to Rates Debtors in Hardship 103

Attachment 14: Policy 11.5 Residential Properties deemed to be Not Rateable as used for Charitable Purposes 107
Attachment 15: Policy 12.2 Skatepark Events and Hire 110
Attachment 16: Policy 12.3 Playground Maintenance and Improvement 120
Attachment 17: Policy 12.5 Use of the Old Beechy Rail Trail by Recreational Vehicles 131
Attachment 18: Policy 12.6 Fencing for Events 136
Attachment 19: Policy 13.9 Event Road Closure Consultation and Communication 140
Attachment 20: Policy 15.2 Section 86 Committees 144
Attachment 21: Policy 16.3 Investment 148
Attachment 22: Policy 18.2 Information Privacy 152
Attachment 23: Policy 18.4 Pre-Election Caretaker 157
Attachment 24: Policy 18.5 Councillor Support 166
Attachment 25: Policy 18.6 Audio Recording of Council Meetings 176
Attachment 26: Policy 18.8 Council Committees 181
Attachment 27: Policy 18.9 Gifts, Benefits and Hospitality 202
Attachment 28: Policy 18.10 Casting Vote Guidelines 210
Attachment 29: Policy 18.11 Community Reference Group Membership 212
Attachment 30: Policy 20.1 Environmental Sustainability 222

OM132407-6 Operational Plan 2013-2014

Attachment 1: Operational Plan 2013-2014 - Final 20130704 227

OM132407-7 Renew Lease - Colac Central Bowling Club - 115-129 Wilson Street, Colac

Attachment 1: Lease - Colac Central Bowling Club 241

OM132407-8 Colac Otway Shire Public Health and Wellbeing Plan 2013 - 2017

Attachment 1: Draft Public Health & Wellbeing Plan - 2013-2017 255

OM132407-9 Colac Otway Active Transport Strategy

Attachment 1: Colac Otway Shire Active Transport Strategy - Final Report 303
Attachment 2: Attachment 2 - Active Transport Strategy Consultation Results 371

INFRASTRUCTURE AND SERVICES

OM132407-11 Road Management Compliance Report

Attachment 1: RMP Compliance Report - Roads 399
Attachment 2: RMP Compliance Report – Footpaths 402

OM132407-13 Port of Apollo Bay - Review of Instrument of Delegation

Attachment 1: Instrument of Delegation Port Management Act 1995 405

SUSTAINABLE PLANNING AND DEVELOPMENT

OM132407-15 Salinity Management Overlay - Adoption of Amendment C67

Attachment 1: Amendment C67 Exp Report Ordinances Maps 407

Attachment 2: Colac Otway C67 Panel Report 457

Attachment 3: Missen SMO Changes Report Dahlhaus July 2013 478

OM132407-16 Domestic Animal Management Plan

Attachment 1: Colac Otway Shire Domestic Animal Management Plan 2013 483

OM132407-17 Rehabilitation Works on Barongarook Creek

Attachment 1: Lake Colac and Barongarook Creek Revegetation and Weed Control Plan 2009 509

GENERAL BUSINESS

OM132407-18 Assembly of Councillors

Attachment 1: Friends of Botanic Gardens - 13 June 2013 539

Attachment 2: Councillor Briefing Session - 26 June 2013 543

Attachment 3: CEO's Performance Review - 4 July 2013 544

Attachment 4: Councillor Workshop - 10 July 2013 545

Attachment 5: Councillor Workshop - 17 July 2013 546

OM132407-19 Minutes from Youth Council Meetings

Attachment 1: Minutes - Colac Youth Council - 20130527 547

Attachment 2: Minutes - Colac Youth Council - 20130617 549

Attachment 3: Minutes - Colac Youth Council - 20130624 551

INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE

Old Beechy Rail Trail Committee

Pursuant to and in the exercise of the power conferred by section 86 of the Local Government Act 1989, Colac Otway Shire Council delegates to a Special Committee to be known as the **Old Beechy Rail Trail Committee** (established by resolution made on 26 September 2001 those functions, duties and powers set out in clauses 4 and 5 of Schedule titled Old Beechy Rail Trail Committee Charter (as amended).

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 24 July 2013.

2. **The Delegation:**

   a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

   b) remains in force until Council resolves to vary or revoke it;

   c) is subject to any conditions and limitations set out in the Schedule; and

   d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

3. All members of the committee will have voting rights on the committee.

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

……. Chief Executive Officer

OLD BEECHY RAIL TRAIL COMMITTEE
SPECIAL COMMITTEE

CHARTER

1. Definitions

"Council" means Colac Otway Shire Council
"Committee" means this Special Committee of Council as constituted pursuant to Section 86 of the *Local Government Act* 1989

2. Membership

2.1 Committee members (other than Council representatives) shall be appointed for a 3 year term by Council resolution.

2.2 Council representatives on the Committee will be appointed annually by Council resolution.

2.3 Committee membership may consist of:

2.3.1 two representatives from each of:
- Gellibrand/Kawarren Progression Association;
- Beech Forest Progress Association;
- Lavers Hill & District Progress Association:
- the Colac area; and
- Council (one Councillor and one member of Council staff); and

2.3.2 one representative from each of:
- Midway Plantations;
- Parks Victoria;
- Department of Environment and Primary Industries (DEPI);
- Otway Scenic Circle Association;
- Landowner ;
- Friends of the Old Beechy Rail Trail; and
- User groups such as walking and cycling groups.

2.4 With the exception of Council appointees, the Committee may by resolution declare a position vacant:

2.4.1 where a member has failed to attend 3 consecutive meetings without leave;

2.4.2 where a member has resigned from the Committee in writing;

2.4.3 on the advice of Council; or

2.4.4 where the Committee resolves to vacate a member's position subject to the agreement of Council.

2.5 Casual vacancies during the 3 years may be filled by the Committee by recommending to Council a replacement for Council to approve by resolution.

2.6 Temporary appointments to the Committee may be made by Council, as required, on the recommendation of the Committee.

3. Meetings

3.1 The Committee must annually appoint a chairperson from among its members. If the Committee fails to appoint a Chairperson the Council will make an appointment.

3.2 In the absence of a chairperson, the Committee may appoint an acting chairperson.

3.3 The Committee must meet at least 4 times each year.

3.4 Meetings will be held at such times and places fixed by the Committee.

3.5 Special meetings may be called by the chairperson or on the written request of at least 3 committee members.

3.6 Committee members must have at least 3 clear days written notice of meetings.

3.7 Meetings of the Committee which, in the opinion of the Committee, may prejudice Council must be closed to the public including meetings dealing with sensitive land management issues, proposed developments and legal and contractual matters.

3.8 The quorum for a Committee meeting is at least half of the members, at least one of whom must be a member of Council staff or Councillor.

3.9 All Committee members will have equal voting rights, but in the case of a tied vote the Chairperson will have a casting vote.

3.10 The chairperson must ensure that minutes of Committee meetings are kept.

4. Committee Functions

4.1 The Committee is responsible for:

4.1.1 development of strategic plans for future management and maintenance;

4.1.2 ensuring effective means of communication to encourage community participation and ownership; and

4.1.3 management and maintenance of the Old Beechy Rail Trail.

4.2 The Committee's corporate governance factors include:

4.2.1 defining and monitoring strategic direction;

4.2.2 defining policies and procedures to ensure operation with legal and social responsibilities; and

4.2.3 establishing control and accountability systems.

5. Delegated Power

To carry out the functions and responsibilities listed in clause 4 above, Council delegates to the Committee the power to:

5.1 set strategic direction and guidance policies with respect to the Old Beechy Rail Trail;

5.2 implement the strategic policies outlined in clause 5.1 above;

5.3 develop and implement a Management Plan for the Old Beechy Rail Trail;

5.4 accept gifts, donations and bequests by the public towards projects associated with the Old Beechy Rail Trail;

5.5 incur expenditure with respect to the Old Beechy Rail Trail provided that the expenditure does not exceed annual budget parameters specified by Council and report to Council on a quarterly basis;

5.6 set Committee meeting dates;

5.7 appoint advisers to the Committee as appropriate and engage people to carry out minor works and improvements to the Old Beechy Rail Trail within approved budget parameters;

5.8 apply for relevant funding opportunities for the improvement and maintenance of the Old Beechy Rail Trail;

5.9 Make recommendations to Council in relation to:

5.9.1 an annual indicative works program be submitted by the Committee;

5.9.2 contracts, licences and leases to be entered into for the management and maintenance of the Old Beechy Rail Trail;

5.9.3 monitoring behavior and withdrawing invitations to enter the Old Beechy Rail Trail;

5.9.4 planning and other policy matters affecting the Old Beechy Rail Trail;

5.9.5 accepting the grant of the benefit of easements in favour of Council with respect to the Old Beechy Rail Trail; and

5.9.6 maintenance and major works on the Old Beechy Rail Trail.

5.10 direct a Committee member to discuss arrangements with a wide range of land owners - including private land owners, statutory authorities and government departments - to allow for access, management, improvement, enhancement and maintenance of the Old Beechy Rail Trail and related infrastructure;

5.11 authorise vehicles on the Old Beechy Rail Trail subject to the completion of a Risk Assessment report; recreation vehicles will be subject to Council Policy;

5.12 authorise the conduct of special events for the purpose of publicity and/or fundraising subject to the completion of a Risk Assessment report; and

5.13 notify Council, a staff member of Council and/or a relevant authorised officer of Council of the presence of:

5.13.1 livestock;

5.13.2 hazards;

5.13.3 vehicles; and/or

5.13.4 trespassers

on the Old Beechy Rail Trail.

6. Minutes of Meetings

6.1 Minutes of meetings must be saved in Council's Information Management system.

6.1.1 Minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.

6.1.2 Confidential minutes of the Old Beechy Rail Trail Committee are to be included in an In-Committee agenda of Council.

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Guarantee of Community Loans**
Council Policy ref. no:	16.4
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

The intent of this policy is to specify the necessary criteria for approval of loan guarantees for community organisations, whilst limiting Council's exposure to potential loss.

2. PURPOSE

The policy provides a framework for the approval of a Council Loan or for Council to act as a Loan Guarantor for community organisations that wish to self-fund capital asset projects on Council owned or controlled property

3. SCOPE

The policy is applicable to community organisations applying for Council for a loan or for Council to be guarantor on a loan secured to self-fund capital asset projects on Council owned or controlled property

4. OBJECTIVE

- A mechanism to fund community assets on land that is owned or controlled by Council that will vest in or ultimately be controlled by Council.
- A means of supporting local communities and sporting organisations to self-fund capital asset projects.
- A funding solution that enables the community organisation to manage the resultant loan agreement directly with the lending institution.
- Proposals for loan guarantees are required to satisfy the criteria identified in the policy as well as being the subject of a report to Council with a formal decision of Council required. Satisfaction of the criteria does not guarantee approval as all approvals are still at the discretion of Council.

5. POLICY

As a guiding principal, Council will not undertake to provide Guarantees for loans or other borrowings taken out by community or other organisations with Colac Otway unless there are exceptional reasons and benefits to the community in doing so. In all circumstances, Council should only consider provision of a loan, or act to guarantee a commercial loan, where Council has ownership of the Asset that the project for the proposed loan or loan guarantee relates to, as well as the asset being on Council owned or controlled property

5.1 In considering applications or control to guarantee community projects, the following issues and factors are to be considered:

Benefits

- Benefit derived by Colac Otway citizens from the proposal.
- Capacity for the facility to be used by the broader community at times when it is not required for that organisation's purposes.
- Where the proposal satisfies an identified need in the community.

Risks

- Ability of the organisation to meet repayments of any borrowings undertaken and the likelihood of Council having to absorb debt.
- Any impact the proposal may have on Council's budget in respect of revenue streams or operating expenditure such as grants, building maintenance etc.
- Ability of the organisation to manage the proposal to ensure effective completion of project.

5.2 Council's preference will generally be to provide loan guarantees, rather than to loan funds directly to a community organisation.

5.3 Council may set a maximum limit of outstanding loans and/or outstanding loan guarantees in order to ensure that Council does not have excessive debt exposure and potential liabilities.

5.4 The provision of loans by Council, or an agreement by Council to act as guarantor for a commercial loan to a community organisation will only be considered where the purpose of the loan is in keeping with the strategic community outcomes identified in the Council Plan.

5.5 Council reserves the right to consider each application on its merits taking into account such issues as (but not limited to):

i) Purpose of loan.
ii) Circumstances resulting in the request for Council to lend funds, or to act as a Guarantor for a commercial loan, to a Community organisation
iii) Potential impact on community, Council and its ratepayers.
iv) Any contributions made by the organisation.
v) Past record in terms of payment of debts, rental fees and performance under any agreements with Council.
vi) Any other factors considered relevant by Council such as business plans, membership numbers and structure, growth projections and management.

5.6 Subject to clauses 5.1 to 5.4 above, Council will only consider an application by a community organisation to loan or guarantee loan funds to that organisation in the following circumstances:

5.6.1 The application must clearly detail the aims, objectives, components and value (financial and otherwise) of the relevant project and its compliance with the provisions of this policy.

5.6.2 The application must demonstrate the organisation's capacity to manage the project within the established budget and timeframes.

5.6.3 The purpose of the application must be for the renewal or upgrade of community assets, including the provision of new community infrastructure where Council has ownership of the Asset that the project for the proposed loan or loan guarantee relates to, as well as the asset being on Council owned or controlled property

5.6.4 The assets referred to in clause 5.6.3 must be situated on lands owned and/or managed by Colac Otway Shire.

5.6.5 The assets must have the capacity to deliver a demonstrable financial return to Council and/or the community organisation (and to Council specifically in the event of default).

5.6.6 The application must be for no more than one-third of the total value of the asset improvement works, with the community organisation being able to clearly demonstrate its capacity to meet the remaining project costs as well as loan servicing costs associated with any arrangement entered into with Council.

5.6.7 Where the application is for Council to guarantee a loan from a third-party provider, the community organisation must be able to demonstrate that the third-party provider has approved the loan subject to Council acting as guarantor and that the term of the loan is for a period not exceeding ten years.

5.7 In the case of applications for loan funding from Council, any such arrangements agreed to by Council will be strictly on commercial borrowing terms and will be secured against the relevant community asset.

5.8 In the case of applications for Council to guarantee a loan for a community organisation from a third-party provider, such an arrangement will be secured against future revenue streams of the improved asset, at least to the value of works and funds outstanding in the event of default.

Council is to agree to a community organisation entering into any further debt arrangements during the term of the loan. Any other proposed debt arrangements need to be clearly documented as part of the application to Council.

5.9 All arrangements agreed to by Council to loan funds to, or guarantee a loan for, a community organisation will also be subject to inclusion in Council's Annual Financial Statements.

5.10 An agreement between Council and the lending authority will be sought regarding procedural steps to be followed in the event of a loan default. Such issues to include:

- Communication between bank/financial institution and Council of any non-payment of loan instalments;
- The right for Council to continue with the loan repayment schedule rather than lump sum payment; and
- The procedure used by the bank/financial institution prior to calling upon the guarantee, including the giving of initial notification of intent and the provision of an agreed time period of rectification.

5.11 Approval Process

The community organisation is to submit a written request to Council. The request should provide the following details:

a) a detailed project brief;
b) outline of the benefit being provided to the community;
c) community support for the project;
d) governance and membership details of the organisation;
e) details of the loan amount and proposed loan term;
f) other funding arrangements;
g) audited financial statements for the community organisation for the previous three (3) years; and
h) projected profit and loss, cash flow and balance sheet for the term of the loan.

5.12 Following Council approval for Council to lend funds or to act a Guarantor for a Commercial loan the community organisation is required to:

- Enter into a formal Loan Agreement with Council if the Council lends funds directly to the organisation.

- If Council acts as a Guarantor to a commercial loan then the organisation is to support any necessary amendments to the loan guarantee documentation to the satisfaction of Council. Council reserves the right to review and amend the loan guarantee documentation in order to minimise exposure from "generic" loan guarantee documents issued by lending institutions.

- Provide Council with bi-annual loan statements that demonstrate the status of loan repayments as well as immediately notify Council in the event that any repayments are in default of the loan schedule.

- Provide Council with bi-annual profit and loss, cash flow and balance sheet statements every six (6) months.

- Provide Council with minutes of the annual general meeting plus annual audited financial statements that have been approved by the Organisation Such Minutes and audited financial statements to be provided to Council within two months from the end of the financial year.

6 IMPLEMENTATION AND REVIEW

The Manager, Finance and Customer Services shall be the responsible officer for ensuring applications for Loan Guarantees meet the requirements of this policy and shall be responsible for reviewing this policy and providing advice to Council on the application of this policy.

This policy will be subject to periodic review.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Confidential Information**
Council Policy ref. no:	2.4
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

This policy provides guidance to Councillors, members of Special Committees and Officers in complying with sections 76B, 77 and 89 of the *Local Government Act* 1989 (the Act) relative to the use of the information which is available to the Council on a confidential basis and to assist Council in determining which matters may be considered in closed session pursuant to section 89 of the Act.

This policy applies to information to be considered at "closed" meetings of Council, Special Committees and Advisory Committees or is provided to Councillors or Officers on a confidential basis.

2. DEFINITIONS

2.1 "Information" includes letters, reports, documents, facsimiles, attachments, tapes or electronic media and/or other forms of information including verbal.

2.2 Section 89(2) of the Act specifies that a Council or Special Committee may resolve that the meeting be closed to members of the public if the meeting is discussing any of the following –

(a) personnel matters;
(b) the personal hardship of any resident or ratepayer;
(c) industrial matters;
(d) contractual matters;
(e) proposed developments;
(f) legal advice;
(g) matters affecting the security of Council property;
(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person;
(i) a resolution to close the meeting to members of the public.

2.3 Section 77(2) of the Act specifies that information is to be considered "confidential" if any of the following circumstances exist:

(2) For the purposes of this section, information is "confidential information" if –

(a) the information was provided to the Council or a special committee in relation to a matter considered by the council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or

(b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or

(c) subject to sub-section (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) of the Act and the Council has not passed a resolution that the information is not confidential.

(3) Confidential information referred to in sub-section (2)(c) ceases to be confidential at the expiry of the period of 50 days after the designation is made unless sub-section (2)(a) or (2)(b) applies to the information.

2.4 Information designated "confidential information" under any of the above circumstances, ceases to be confidential if Council resolves that the information is not confidential.

2.5 Confidential information may be derived from:

(a) Reports presented to Council or a Committee of Council.

(b) Commercial in confidence information provided by a third party, contractors or tenderers, joint venture partners and wholly owned subsidiaries of Council.

(c) Government Departments or Ministers.

(d) Financial and legal analysis.

3. POLICY

3.1 Council operates in an environment of public accountability and scrutiny in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council and its Committees.

3.2 Whilst endeavouring to minimise the number of matters which are to be considered in confidential session, Council acknowledges that certain matters ought properly be considered in closed meetings.

3.3 A Councillor's right and duty to be informed and to inform and consult with constituents about the business before Council needs to be balanced with the interest the Council has in preventing the disclosure or premature disclosure of confidential information.

3.4 This policy does not override an individual Councillor's statutory obligations in respect of the use of information and the necessity of disclosing any direct or indirect pecuniary interest in a matter under consideration by Council or a Committee in accordance with sections 77 and 79 of the Act.

3.5 This policy does not override the Council's obligations under the Act or any other legislation or subordinate legislation to disclose or publish information required by law to be disclosed or published. Confidential information shall not be disclosed to any third party without Council's consent or in accordance with any statement or embargo contained within the subject document.

3.6 The status of confidentiality shall be set out in each Council report or on the front page of each document which is categorised as confidential.

3.7 At each Council-In-Committee meeting a standing item of business be included, which lists all documents that have been described as confidential by the Chief Executive Officer since the last report to Council In-Committee as per 3.3.

3.8 Prior to consideration of any confidential information, Council or a Special Committee must resolve to close the meeting to members of the public.

3.9 Confidential information shall not be incorporated in an agenda or minutes of any Council or Council Committee meetings except by reference unless in the agenda or minutes of a closed meeting of the Council or Committee pursuant to section 89 of the Act.

3.10 A confidential minute book shall be maintained for any matters considered by Council or a Council committee in accordance with section 89 of the Act.

3.11 Unless otherwise endorsed, information contained within the confidential sessions of Council or a Council committee shall remain confidential indefinitely.

3.12 Care must be exercised where the disclosure of information, not specifically identified as confidential, may prejudice the Council or other parties.

3.13 Legal advice given to Council is presumed to be confidential unless or until Council or the Chief Executive Officer declares it not to be confidential.

3.14 Councillors shall not make improper use of information or breach confidentiality in relation to documents to which they have access. section 77 of the Act makes it unlawful for a Councillor or a former Councillor to release information that the person knows or should reasonably know, is confidential information.

4. IMPLEMENTATION AND REVIEW

This policy will be implemented by Councillors and staff of the Colac Otway Shire and is subject to periodic review.

5. REFERENCES

- Colac Otway Shire Council Code of Conduct
- Local Government Act 1989
- Freedom of Information Act 1982
- Information Privacy Act 2000

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
24 May 2006	Adopted by Council
28 October 2010	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Community Engagement**
Council Policy ref. no:	2.5
Responsible Department:	Chief Executive Officer
Date of adoption/review:	

1. PURPOSE

The Colac Otway Shire Community Engagement Policy details Council's commitment to the value of public participation and outlines principles and practical methods of successful engagement of the community to achieve a high level of mutual community and Council understanding, communication and deliberation in decision making.

The objectives of the Community Engagement Policy are to:

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

2. INTRODUCTION

Council has an obligation and a legal right to make decisions and govern on behalf of the citizens it represents. Colac Otway Shire Council has a strong belief that effective governance is achieved through open leadership and sensitivity to community needs, interests and aspirations. Council is guided by the Council values of:

- Respect
- Integrity
- Goodwill
- Honesty
- Trust

Decisions will take into account relevant technical advice and information provided and the input from community engagement.

Community engagement fosters a sense of belonging to a community, sharing in decision making and recognition of personal community involvement and effort. Council has a commitment to building partnerships with a range of stakeholders, and seeking greater community involvement in its activities and decision making process.

Sound engagement processes build relationships with citizens. As these relationships are strengthened the ability of Council is strengthened to deal with complex issues as well as day to day delivery of services. As these relationships are strengthened the capacity of the community to respond to Council is also enhanced.

The Public Participation Spectrum developed by the International Association for Public Participation (IAP2) provides a structure that enables Council to build on existing community relationships and tools for actively increasing public participation and partnership. Attachment 1

This two-way relationship strengthening operates through differing levels of engagement depending on goals, time frames resources and level of interest in the decision to be made or the goal to be reached.

Colac Otway Shire Council's Community Engagement Policy will be underpinned by the following principles:

- Transparency, openness and clarity -ensure stakeholders are given all the information they need to make informed contributions.
- Commitment - show respect for both stakeholders and participants in the process.
- Accessibility - provide different ways for people to participate.
- Accountability - respond to participants with information on how their contributions have influenced the outcome and final decisions.
- Responsiveness –a willingness to listen to the contributions of people who have participated in the process
- Willingness to learn – ensure the process is based on a willingness to learn from the consultation process

2.1 Links with best value

Consultation on Council services is mandatory under the Local Government (Best Value) Act 1999 which states the *"all services provided by Council must be responsive to the needs of the community and that a Council must develop a program of regular consultation with its community to the services it provides."*

The Community Engagement Policy sets out a strategic and integrated approach to community engagement and consultation.

2.2 Statutory obligations in consulting with the community

A number of Government legislative frameworks require Councils to consult with the community prior to adopting a policy or making a decision. These outline the minimum statutory requirement under the relevant frameworks. They include:

2.2.1 *Planning and Environment Act* 1997

Council has a number of obligations to advertise or 'give notice' of planning permit applications and amendments to the Colac Otway Planning Scheme which are set out under the Planning and Environment Act 1997.

By giving notice of planning permit applications and proposed amendments Council ensures members of the community know about changes that may affect them. It

also gives those affected the opportunity to voice their concerns or support for the proposed changes.

Council also has a policy of allowing the proponent and objectors to speak briefly on planning proposals and items on the agendas of its Planning Committee meetings. Some examples of documents for consultation and minimum timeframes under the Planning and Environment Act 1997 include:

Document	Minimum Timeframe Required Under Act
Amendments to Planning Scheme	28 days
Planning Permits	14 days – Public Notice 16 days – Adjoining Neighbours 28 days – Referral Authorities

2.2.2 *Local Government Act*

Section 223 of the *Local Government Act* outlines provisions for the rights of people to make a submission to Council.

The minimum requirement for submissions from the date of publication of a public notice inviting submissions is 28 days. Some of the documents governed by Section 223 include:

Document	Minimum Timeframe Required Under Act
Council Plan	28 Days
Budget	28 Days
Local Laws	28 Days
Road Closures	28 Days
Road Discontinuance	28 Days
Intention to Sell	28 Days
Intention to Lease	28 Days

Section 163 of the Local Government Act 1989 governs Special Rate and Special Charges. Council has developed a Special Charge Scheme Policy to ensure the procedures for the creation and implementation of contributory projects in providing works and services authorised under Section 163 are consistent and equitable, and as a guide for the fair and reasonable distribution of costs for those persons obtaining a special benefit.

The Act requires Council to give public notice of its intention to declare a Special Charge at least 28 days before making the declaration. People can also make submissions on Special Rates and Special Charges under Section 223 of the Act.

Council is meeting its statutory obligations in following the requirements of these legislative frameworks.

However, Council can use the methods outlined in this policy and guidelines as a basis for determining the approach to and extent of the consultation process.

3. SCOPE OF THE POLICY

This policy applies to all full time, part-time, and casual Council officers and volunteers of Colac Otway Shire Council, and the associated departments that are intending to undertake a consultation process with the community.

This policy and associated guidelines should be used as a basis for planning the consultation process for any document, policy or strategy not governed by state legislative frameworks. This includes initial consultation with the community prior to a document undergoing an official consultation process.

This procedure does not govern the community consultation processes undertaken during the implementation of Special Charge Schemes.

The Public Relations Coordinator is the key contact for any staff member undertaking consultation. The fortnightly Interdepartmental Managers Meeting will review and advise on all individual engagement processes.

The method of consultation within the IAP2 framework should be determined by utilising the attached guide. (Attachment 1)

4. DEFINITIONS

Community is a broad term that defines groups of people brought together through a common interest such as geographic location, common business or industry link, community club or sporting club affiliation, environmental sustainability or a particular environmental or land use planning issue.

Engagement is also a broad term that encompasses a range of interactions with people such as simple one way information sharing or more involved levels of consultation and dialogue.

Council community engagement is the participation of Council and community in a two way relationships to achieve a particular outcome or resolve a range of issues.

Public Participation Spectrum is a tool developed by the International Association for Public Participation (IAP2). The spectrum of engagement demonstrates different levels of engagement for example:

- **Informing** the community of policy directions or decisions.
- **Consulting** the community by seeking feedback into policy development.
- **Involving** the community through a range of mechanisms to ensure that issues and concerns are understood and considered as part of the decision-making process.
- **Collaborating** with the community by developing partnerships to formulate options and provide recommendations.

- **Empowering** the community to make their own decisions and implement and manage change.

Stakeholder - A stakeholder or stakeholder group is any individual or group who may be involved in, affected by, or expresses a strong interest in, the management of a particular resource or area.

Primary Stakeholders - are those directly, ultimately or mostly affected by a proposal/project. They are generally those groups with some level of dependence on the resource or a long association with it. In most projects, primary stakeholders will be categorised according to social analysis. Thus, primary stakeholders should often be divided by gender, social or income classes, occupation or service user groups. In many projects, categories of primary stakeholders may overlap.

Secondary Stakeholders – are those that have a public or special interest or stake in the project. They are often those groups who have an intermediary role or a collective voice through a consultation process.

5. TRAINING REQUIREMENTS

Staff will be provided with training to ensure compliance with the policy and attached guide.

6. POLICY

6.1 Principles of Good Engagement

According to Best Value Victoria (VLGA) the following principles underlie all good engagement practice, and as such, will be adopted and incorporated into this policy.

6.1.1 Participation/Inclusiveness

Community members are welcome and encouraged to initiate discussion with Council. There are a number of ways in which this can occur, however, it is up to the individual or organisation to choose the method that they consider best suits their need or the issue at hand.

All affected and interested parties will be encouraged to participate in engagement. Equal opportunity and accessibility for participation will be given to all members of the community taking into account geography and diversity of the Shire.

Representatives may be selected to work with Council. Engagement will be sensitive to the needs of particular individuals or groups to maximise their ability to contribute. Council will actively seek out individuals for engagement.

6.1.2 Focus

- The rationale behind engagement will be clear
- The purpose of engagement will be documented in a clear statement
- Chosen engagement methods will be appropriate for the task or issue

- An engagement plan will be developed for every significant project, policy development and strategy and will be presented to Council as part of the endorsement of the draft document.

6.1.3 Provision of information

People who are to be consulted must be given sufficient information to be able to provide informed input.

6.1.4 Timing

The engagement process will be timed to ensure that community members are able to identify the issues and that community input is able to influence the decision-making process. Sufficient time will be allocated to ensure the greatest opportunity for input from all stakeholders.

The official consultation period, during which Council receives submissions on documents, strategies and policies, will be six weeks. This timeframe does not refer to consultation conducted prior to a document being endorsed by Council for public comment.

Council will endeavour at all times to allow a reasonable period of time for public response during a period of community consultation. Officers should note that many interested persons are often not in their principle place of residence during holiday periods and consider the appropriateness of undertaking consultation during these times or make allowances.

Officers should also note that many stakeholder groups such as Clubs or Committees meet only once a month and a six week time frame would generally be more appropriate ensure that the respective stakeholder group has the opportunity to agenda and discuss the relevant strategy, policy or Council decision. Timeframes will be extended beyond minimum requirements where applicable.

Council will agree to the following minimum timeframes for key council documents determined by Council as appropriate for community engagement processes. The justification for a decision on the appropriateness of engagement for example on internal Council 'New Policies' must be included in the report to Council to enable Council to make an informed decision.

Agreed minimum timeframe for key Council engagement documents

Document	Timeframe
Council Plan	6 weeks
Council Budget	6 weeks
New Council Policies	6 weeks
Local Laws	6 weeks
Structure Plans & Planning Scheme Amendments	6 weeks
Strategies	6 weeks

Shorter time or longer frames may be appropriate depending on statutory requirements or other circumstances related to external deadlines. The justification for the proposed time frame must be included in the report to Council to enable Council to make an informed decision or recommend alternative action.

6.1.5 Responsiveness and feedback

The engagement process will be transparent, providing community members with knowledge and understanding of how their input will be used. Council will consider submissions from all participants and community members. The engagement process will include continuous feedback. Council will make reasonable attempts to resolve conflicts, if they arise, and reach equitable, appropriate solutions. Council will communicate their decision with those involved in the engagement process.

6.1.6 Evaluation

If a difference occurs between community input and Council's final decision, the reasons will be clearly and unambiguously stated. As part of its commitment to the effectiveness of engagement, Council's associated decision making process will be evaluated after a final decision has been made.

Engagement plans should be evaluated once a decision is made. Participants will receive feedback about their input and how the final decision was reached.

6.1.7 When Will Engagement Occur?

Different issues and situations will call for different levels of engagement and different methods according to the IAP2 Spectrum. Examples of the different levels of decision making requiring different approaches to consultation are:

- **Site specific** – Matters about a particular site such as a change in use or sale of a property, excluding matters to be decided under the Planning and Environment Act.
- **Area improvement** – Matters that affect people in a neighbourhood or township eg. change in service delivery, township strategy or structure plans.
- **Service planning for entire municipality** – To develop or improve a service that would see a significant change in the level of service provided.
- **Policy development** – To develop or improve policies or Council's position on particular matters. This does not include internal operating procedures.
- **Key strategic issues/major development** – A project that, because of its size could impact on the finances or future of the whole municipality.
- **Strategic plans for the shire** – Establishing the decision-making framework of Council. For example, the Council plan.
- **Legislative requirements** – This refers to all prescribed activity under the *Local Government Act* (1989) and any other relevant Acts.

7. RELATED LEGISLATION

- *Local Government Act* 1989
- *Planning and Environment Act* 1987
- *Information Privacy Act* 2000

8. RELATED POLICIES/PROCEDURES/GUIDELINES

- Community Engagement Procedure
- Media Relations Policy and Guidelines
- Information Privacy Policy
- Special Rates and Charges Policy
- Social media policy and procedure

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
28 July 1999	Adopted by Council
23 August 2006	Review
23 May 2007	Review
27 January 2010	Review

Community Engagement Procedure

1. PURPOSE
This procedure aims to provide Colac Otway Shire Council's staff with clear guidelines as to how to prepare and execute a Community Engagement process.

2. INTRODUCTION
Council has a strong commitment to building partnerships with a range of stakeholders, and seeking greater community involvement in its activities and decision making process.

This procedure outlines a number of methods Council will use to gain community input into its service delivery decision making processes. It will identify the process for determining the level and methods Council will use to engage the community.

3. SCOPE OF THE POLICY
This policy applies to all full time, part-time, and casual Council officers and volunteers of Council and the associated departments that are intending to undertake an engagement process with the community.

This policy and associated guidelines should be used as a basis for planning the engagement and consultation process for any document, Council policy or strategy not governed by state legislative frameworks. This includes initial engagement with the community prior to a document undergoing an official consultation process.

This procedure does not govern the community engagement processes undertaken during the implementation of Special Charge Schemes and internal Operational Policies.

The Public Relations Coordinator is the key contact to advise any staff member undertaking community engagement. The community engagement plan may also be referred through the appropriate Unit manager to the Interdepartmental Meeting for assessment and advice.

4. TRAINING REQUIREMENTS
Staff will be provided with training to ensure compliance with this procedure.

5. PROCEDURE
Prior to any community engagement, Council staff will be required to develop an engagement plan based on the Public Participation Spectrum developed by the International Association for Public Participation (IAP2). Attachment 1

This plan should include reference to the timeframe, taking into account agreed minimum timeframe for key Council engagement documents (See p7). It should also include reference to the method of engagement selected from the IAP2 Spectrum. The plan is to be presented to Council as part of the report to endorse the project or document for public comment. Reference to the plan and its key elements must also be included within the Council report under the heading Community Engagement.

6.1 Scoping a Project for Community Engagement
The following steps should be taken to ensure the completeness of any engagement process

Research

- Identify the range of issues that may be involved
- Identify any policies or strategic plans of council that may impact on any of these issues
- Identify any residents groups or other groups that may have an interest in any of the issues

- Establish what the responsibilities of council are in relation to each of the core issues that have been identified

Setting the Framework for the Engagement

- Define the purpose of the engagement
- List specific aims
- Define all the internal stakeholders
- Define all the external stakeholders
- If an issue is likely to be controversial always consider including an independent expert who can develop credibility with both sides
- Using the IAP2 Spectrum decide the most appropriate way for working out how to reach these audiences.

Plan the Consultation Process

- Prepare a timetable for consultation that is realistic
- Establish that you have the necessary budget including advertising, possible venue hire, analysis and reporting
- Prepare the initial information on which the engagement will be based
- Circulate this information or provide access to it for all the stakeholders you have identified

6.2 Engagement Methods

Please note: Hard copies of documents for public comment should be made available for inspection at Council's Colac and Apollo Bay Customer Service Centres and from the Colac Community Library and Learning Centre, the Colac Library Annexe, and the Apollo Bay Library in ALL instances.

- **Print media –** Advertisements in local print media are an important means of advising the community about an engagement matter. Print media could include local newspapers such as The Colac Herald, The Echo, or regional newsletters such as the Otway Light, Apollo Bay News Sheet or Birregurra Mail. The choice of where to advertise and advertising frequency should be guided by a requirement to maximise the opportunity to reach key stakeholders. To discuss options for advertising, speak to the Public Relations Unit.

- **Website –** Information can be placed on Colac Otway Shire's website at www.colacotway.vic.gov.au. Residents can provide feedback via Council's email address inq@colacotway.vic.gov.au.

- **Colac Otway Shire's Community News/ Council Column** – This monthly column is an avenue for information about community engagement activities/events. It is designed to provide small bites of information, and direct people to our website for more details.

- **Write a letter** – This is a personally addressed letter to all affected households. It will outline the issues and invite comment. It will always indicate where the comment should be directed within Council. Citizens may initiate an exchange through this medium.

- **Township and community groups** – Local progress association and community groups are a valuable means of giving and receiving feedback on a range of issues. When the issue is localised it may only be selected individuals or associations that are consulted.

- **Media release –** This involves issuing media releases and conducting interviews with local journalists. The media release will be made available to local television, newspapers and relevant community newsletters.

- **Social media** – Council's suite of facebook pages may be an appropriate platform to use for community engagement. Due to the more casual and conversational nature of social media, it is better suited to simpler issues of wide community interest. Speak to the Public Relations Unit for more information on social media.

- **Survey** – This is a statistically correct survey of particular qualitative and quantitative data. The data may include individual's attitudes, beliefs or information. Electronic surveys are also a user-friendly way to seek feedback from our community, but please note these surveys are typically self-selected and therefore do not provide a statistically significant sample.

- **Letterbox drop** – Council seeks feedback through an unaddressed leaflet or flyer delivered to an affected area. The flyer will summarise the relevant issues.

- **Personal briefings** – These are held at the request of a member or members of the local community to discuss a particular issue with a responsible officer, which may include a Councillor(s).

- **Focus groups/review groups/forums** – These are discussion groups of around 15-20 people, usually led by a trained person or appropriate staff member. The participants are invited because they are residents or because they have a particular interest, involvement or stake in the subject being discussed. The group may be made up of professionals and/or residents with particular skills and competences relevant to the issue. The purpose is to find out the range of options that exist on a particular topic. Focus groups cannot measure how widely those various opinions are held in the community.

- **Public meetings/information sessions** – These may be held at a community venue, at the site of the matter under engagement, or at the Council offices. Invitations can be sent by either an advertisement, letterbox drop or via the media.

- **Telephone** – Two way communication between Council and resident (initiated by either)

- **Mediation** – Independent mediators may be appointed by Council to either manage a consultation or engagement process or to provide independent advice on the issue.

- **Receive petitions** – Council receives and responds to petitions generated by residents/stakeholders and reacts appropriately, in accordance with Colac Otway Shire's Local Law.

- **Workshops** – Workshops may use a number of different styles and presentation formats as a means of involving communities in the engagement process. The workshop could include techniques such as storyboarding (to plan action and suggest means of problem solving), mind maps (brainstorming exercise for exploring solutions to problems), soap boxes or speak out (where individuals are provided with the opportunity to provide an opinion or information within a specified time period), or kitchen table discussion (small informal meeting usually in someone's home or a local café).

- **Exhibitions/street stalls/festivals** – Informal methods of communication allowing community engagement and consultation to take place "where the people are." It is important that the individuals conducting the exhibitions be sufficiently briefed and prepared to deal with a wide range of issues raised by the community.

- **Posters** – A simple poster placed in a high profile area (post office, noticeboard, corner store etc) could help you reach secondary stakeholders or help reinforce key aspects of the consultation process.

- **Photovoice –** A process of collecting information and expressing issues and concerns through photography. A great option for electronic engagement methods.

6.6 Evaluation

Evaluation is imperative to the ongoing development and refinement of the Community Engagement process. Feedback and monitoring should be encouraged throughout the entirety of the engagement process. Evaluation can assist in identifying what has been learnt and what might be done better. The evaluation should focus on both the impact and process of community engagement. It should include the views of participants about the value of the exchange, especially whether the consultation process achieved its objective and whether the methods used were suitable.

6.7 Conclusion

Whichever IAP2 level of community engagement or methods chosen, the process needs to be open, responsive, inclusive, consistent and accountable.

Council should make a concerted effort to confer with all parties for whom there are issues, which may be of interest or concern. There is a need to recognise that different methods may need to be employed to reach different groups or individuals, and to allow for variations in circumstance.

Council should guard against the possibility of being unduly swayed by vocal or influential minorities. Satisfactory engagement also requires that the community is given adequate time and opportunity to respond during any consultation process.

Council must meet its obligations giving prompt and effective feedback and following through with any undertakings it gives.

6. RELATED LEGISLATION

- *Local Government Act* 1989
- *Information Privacy Act*
- *Planning and Environment Act* 1987
- Information Privacy Policy
- Special Rates and Charges Policy

7. RELATED POLICIES/PROCEDURES/GUIDELINES

- Community Engagement Policy Oct 2009
- Media Relations Policy and Procedure
- Social Media Policy and Procedure

Engagement Template

This template should be used as a guide to develop your Community Engagement Strategy. Your engagement strategy should form part of the planning process for your project.

1. Determining the need for engagement (Research phase)

This addresses the principle focus to ensure that the engagement is purpose driven and the type of engagement chosen from the IAP2 Spectrum is appropriate to the task.

- What is the issue or issues to be resolved?
- Are their any policies/strategic plans of council that may impact on any of these issues?
- What are Council's responsibilities in relation to any of the core issues identified?

2. Determining Objectives for the Engagement

- What outcome are you trying to achieve?

More than one method of engagement may be needed to achieve a successful outcome.

Objectives	IAP2 Spectrum	Methods

3. Identifying Stakeholders

Stakeholder	Concerns

4. Design Of Key Messages

What do you want to communicate to stakeholders involved in the engagement process? What information do they need to know to make an informed decision? What information could stakeholders get wrong or misunderstand?

Use plain English and keep messages short. Remember the less key messages the easier it is for stakeholders to retain information.

5. Develop a Timeline for Project Completion

6. Evaluation

For each of your objectives consider how you will know when you have achieved success.

Objective	Performance Indicator

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Customer Service Policy/Guidelines**
Council Policy ref. no:	2.6
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. PURPOSE

The purpose of this policy is to outline Council's approach to Customer Service.

Colac Otway Shire is committed to ensuring customers using Council facilities or services receive quality, efficient and responsive service through our Performance Standards.

2. INTRODUCTION

Colac Otway Shire aims to work in a courteous, consistent, timely and fair manner and satisfy all reasonable requests from customers.

The Customer Service Policy aims to provide a document for staff, councillors and customers alike regarding enquiries or complaints received by the Colac Otway Shire, and how they should be resolved.

All areas of the organisation are committed to being customer focussed and our working environment is based on respect for the individual and the community.

Councillors and staff are required to maintain the highest standards of conduct and abide by the Shire's vision, mission and values:

Our Vision
A sustainable community with a vibrant future.

Our Mission
Council will work with our community and partners to provide:

- Innovative leadership, good governance and financial accountability
- Value for money, accessible and appropriately targeted services
- A strong advocacy and engagement approach to achieve a truly liveable community.

Our Values
Council will achieve its Vision and Mission by acting with:

- Respect Be open and consistent in our dealings with people and respect their views. Continually work on developing relationships built on trust. Treat others as we would like others to treat us. Acknowledge the opinions of others and their right to be different.
- Integrity We will work in an open and transparent way, ensuring our processes, decisions and actions are ethical, responsible and honest.
- Goodwill We will have an attitude of kindness or friendliness and build a good relationship with our customers and community.
- Honesty We will be consistent, keep our promises, admit our mistakes and clearly communicate our decisions.
- Trust We will act honestly, openly and fairly to build levels of trust

Council's dual role as a service provider and a regulatory body can create situations where not all customer requests can be met. However, Council has an obligation to provide customers with an accessible, fair and equitable mechanism to access services, make service requests and obtain assistance. The establishment of a standardised, courteous and professional approach to the management of customer contact, in conjunction with clear policies and procedures, will facilitate the achievement of Council's obligation to its customers. This will enhance Council's image and provide customers with a positive experience of Council.

2.1 Definition of Customers

For the purpose of this policy, customers include individuals and organisations to whom Council provides service. Customers include ratepayers, residents, asset users, daily visitors as well as people passing through the Colac Otway local government area en route to another destination. Internal customers include other Council Departments and members of staff.

3. SCOPE OF THE POLICY

This policy applies to all Council staff and Councillors, contractors, consultants, work placement students and volunteers who deal with customers of Colac Otway Shire.

All Council staff and Councillors provide service to Council's customers either directly or indirectly.

All Council staff and Councillors must strive to meet the needs of our customers in a professional and ethical manner with courteous and efficient service.

Staff and Councillors will:

- Act impartially and actively listen to other people's views, seek advice from a range of sources before forming opinions, making decisions or taking actions
- Treat all people with courtesy and respect even when disagreeing with their views and recognise there are legitimate differences in opinions, race, culture, religion, language, sexuality, gender and abilities and act to prevent offence or embarrassment being caused
- Act in the interest of the Colac Otway Shire community as a whole
- Take personal responsibility for decisions, actions and behaviours
- Exercise all reasonable care and diligence in performing the responsibilities and functions of a Colac Otway Shire employee/councillor.

Further, in conducting our business we will:

- act with integrity and honesty
- be customer-focused
- deliver 'value for money' services in a professional manner
- be innovative, with a focus on performance, outcomes and excellence
- be environmentally responsible
- be effective and open in our communication.
- '

4. WHAT IS CUSTOMER SERVICE?

Customer service refers to the interaction between internal staff, councillors, interaction between agencies and those in the community who want or need a product or service from the Colac Otway Shire. Such contact can take a variety of forms including personal or telephone communication, media messages, forms and publications.

Quality customer services is defined as the provision of service which meets customer needs and expectations on the aspects of service which matter most to the customers, within the framework of legislation, policy and budget.

5. PERFORMANCE STANDARDS

To achieve Council's Service value, Performance Standards have been developed to ensure consistency and quality in presentation and responsiveness to meet our customer's expectations, and accessibility to information:

1. Customer Interaction
2. Request Handling
3. Corporate Image
4. Information Management

These Performance Standards will guide our overall organisational customer focus however, Business Units may adopt site-specific standards to assist them to meet their particular customer expectations within their resources. These must be in line with the standards and the Shire's values.

Copies of the standards are attached at Appendix 1 of this document. They contain an explanation of the Performance Standards, how they are going to be measured and what actions can be taken to improve the overall organisational targets.

The Performance Standards are monitored and measured through the following mechanisms:

- Annual Customer Satisfaction Survey
- Performance Management process (PES).
- Colac Otway Requests System (MERIT).
- Regular reviews by individual Business Unit Team Leaders and Managers.
- Feedback Sheets for Customer Interaction.
- Customer Service Benchmarking Australia Report.

6. GUIDING PRINCIPLES OF SERVICE PROVISION

The standards our customers have a right to expect at all times by Council are:

- to listen to what you say
- be approachable and professional at all times
- treat customers courteously and with respect
- address you by your name when we know it
- give officer identification when talking to customers
- follow up on service commitments that we make to you
- respond as quickly and efficiently as possible to service requests and service complaints
- be punctual for meetings and appointments
- treat customer's personal information with confidentiality
- be factual and accurate in the information provided.

7. TYPES OF CUSTOMER SERVICES

Customers contact Council for a wide variety of issues ranging from enquiries and requests for information or advice, to the provision of direct services, i.e., Development Applications, Dog Registrations, etc.

(1) Telephone Calls

Council recognises the importance of telephone calls and will answer all calls promptly and efficiently, referring calls to the appropriate officer quickly and providing clear and concise information in response to caller enquiries. Council will endeavour at all times to :

- Greet the customer with an appropriate welcome, stating Colac Otway Shire and the name of the officer eg. "Welcome to Colac Otway Shire this is Raelene".

- Outgoing calls: officers need to announce they are calling from Colac Otway Shire and state their name.

- If an incoming call is answered at Customer Assist the officer will establish and clarify the nature of the call and if possible resolve at that point.

- If an incoming call is answered at Customer Assist and the enquiry cannot be resolved by the officer, the customer will be transferred through to the appropriate officer – customer's name and all information relevant to the enquiry will be announced at this point.

- If the appropriate officer is not available the customer can leave all details on the officer's voicemail or with the Customer Assist office. It is the responsibility of the Customer Assist officer to create a MERIT for this request stating contact numbers and all relevant information.

- When calls cannot be fully responded to immediately, give clear advice to the caller about when they can expect a response.

- Put calls onhold for the minimum amount of time possible.

- Convey a manner of interest, be warm and helpful at all times.

- Answer unattended telephones in the absence of staff in the particular section/department whenever practicable.

Telephone protocols have been developed to provide basic guidelines for staff in terms of managing telephone calls and establishes standards and practices with the use of technical features of telephone services. It aims to ensure that telephones are answered in a welcoming, consistent and informative manner that gives a positive and professional impression of the Shire.

A copy of the Telephone Protocols is attached at Appendix 2 of this policy.

(2) Written

Council recognises the importance of correspondence (letters, facsimiles and email messages) and will provide clear and concise responses promptly. Council endeavours to:

- provide a response to all matters in line with the Request Handling Performance Standard
- ensure that all outward correspondence includes the name and contact details of the officer dealing with the matter and Council's file reference
- use language that is clear and concise
- provide documentation in a larger font on request.

Colac Otway Shire style guidelines provide further information on communications on behalf of the organisation.

(3) Face to Face

Council recognises the need to promptly serve members of the public who come to Council to seek information or transact business. Council will endeavour to have officers available to the public during office hours and at designated times. Council endeavours to:

- ensure officers are available for interviews by prior arrangement
- attend to members of the public at the reception areas in a professional and helpful manner

- promptly advise staff if there is a member of the public in the reception area for an appointment
- provide a full range of information for public inspection in all Colac Otway Shire reception areas
- speak clearly and welcome visitors in a professional, warm and helpful manner
- make appointments to visit a customer external to Council's facilities. At the beginning of any Council visit, staff or Councillors must clearly identify themselves and the purpose of the visit
- ensure that all relevant staff are present to address each matter appropriately.

8. RECORDING AND FOLLOWING THROUGH ON REQUESTS

Colac Otway Shire has a Customer Request Management System which is used to record internal and external customer requests and complaints.

All requests are directed to the relevant department for a response and actions taken are recorded. Timelines for resolving responses are set and adherence to the timelines are monitored.

The system has many benefits including:

- a record of all customer requests
- enables the quality of the response to be monitored through reporting and escalation processes
- produces quality reports for senior management
- facilitates the identification of patterns and trends for the purposes of service improvement and planning.

9. HOW STAFF ARE SUPPORTED TO PROVIDE CUSTOMER SERVICES

In order to meet the objectives of the Customer Service Policy, organisational resources have been provided in the areas of training and induction programs, telephone facilities, monitoring systems, accessibility and maintenance of Council information, survey and feedback mechanisms.

10. DEALING WITH DIFFICULT CUSTOMER BEHAVIOUR

Council staff and Councillors aim to treat customers with courtesy and respect at all times and to make every reasonable effort to address the customer's needs even when s/he is rude or difficult. Customers are also expected to treat Council staff and Councillors with respect and courtesy. It is certain however, that whatever standard of professional and positive customer service Council achieves, there will always be a small percentage of customers whose issues cannot be dealt with to their satisfaction.

This may be due to refusal by the customer to accept a Council decision, demands placed on Council which are not within our scope or resources to meet, or a level of rudeness or aggression shown to staff or a councillor by the customer that makes it unsafe or unreasonable to proceed.

In these situations Colac Otway Shire will take steps to ensure our staff's health, safety and wellbeing is protected.

10.1 Definitions

Difficult customer behaviours: Rude, abusive or aggressive behaviour may include rude or otherwise vulgar noises, expressions or gestures, verbal abuse either of a personal or general nature, intimidating, threatening or offensive behaviour, physical violence against property or physical violence against a person.

Customers who cannot be satisfied and/or who constantly raise the same issue with different staff: may include any person or groups who do not accept that Council is unable to assist them, provide any further assistance or level of service than has been provided already and/or disagree with the action Council has taken in relation to their complaint or concern and who continue to make representations to staff insisting, demanding action/attention/resolution to their matter.

Customers who make unreasonable demands: Customers who make unreasonable demands include any person whose demands on Council start to significantly and unreasonably divert Council's resources away from core functions or create an inequitable allocation of resources to other customers. Such demands may result from the amount of information requested, the nature or scale of services sought or the number of approaches seeking information, assistance or service.

10.2 Procedure for Dealing with Difficult Customer Behaviours

Rights and responsibilities

If, in any interaction with a customer over the phone or in person a staff member or a councillor feels uncomfortable due to the hostile or volatile nature of the customer, it is appropriate that the call/interaction is terminated by doing one of the following:

- advise the person that *"I can not help you and will get someone else to …"*
- if they are swearing, abusive or threatening advise the person that *"I would like to assist you and will do so if you refrain from using inappropriate language, but I am unable to assist you if you continue to behave in this manner. I will ask my Manager/Coordinator to come and assist you" and* if appropriate introduce a third person into the interaction.
- advise the person that if they do not cease the abuse the phone call will be recorded.

If the behaviour continues advise the customer *"I am unable to help you and I am terminating the call/meeting".* If necessary the staff member should either hang up or leave the room and move to another safe area to ensure personal safety.

Where a conversation or interview is terminated or if a staff member or councillor is verbally or physically abused, the staff member must then immediately inform his/her Manager or the CEO of the incident and complete an incident report. The matter will then be discussed to determine what action, if any should be taken with respect to the customer's behaviour. If necessary a meeting should be arranged with the Councillor, relevant staff, their Manager and General Manager to discuss the details of the situation.

If a staff member is observed or heard to be involved in a difficult interaction with a customer, other staff are expected to provide assistance or immediately seek assistance from another staff member. Assistance may be provided simply by being present during the interaction.

Staff are encouraged to talk to and seek advice from their Manager regarding dealing with difficult customers.

Council will provide training on dealing with difficult people following an assessment of Organisation Development requirements/needs.

10.3 Management responsibilities

Where the General Manager/Manager is satisfied that every effort has been made by staff to address a customer's needs, he/she may make a decision that there is no reasonable prospect of reaching a position where a particular customer is satisfied with Council's actions and service. In such a case the General Manager may make a decision to stop or limit responses to the customer in relation to the issue in question and/or further interactions with the customer.

This may include:

- refusal to accept telephone calls or make appointments with the customer
- a request that all future communication be in writing
- provision of responses to queries
- information requests only where a new issue has been presented
- identification of a single staff member as contact person through whom all communication must occur.

Where such a decision has been made the General Manager will communicate the decision in writing to the customer and ensure the customer is given the opportunity to make representation or appeal to the Chief Executive Officer about the proposed course of action.

The Chief Executive Officer will advise the Mayor/Councillors of any correspondence issued in relation to such a decision.

The General Manager/Manager will ensure that relevant staff including the Customer Services Unit are advised of any decisions/actions

Customer Assist officers are to be provided with a standard response: *"Thank you for calling, however as you have been previously advised, you are required to put all your requests in writing addressed to the Chief Executive Officer Colac Otway Shire."*
The General Manager/Manager in consultation with relevant staff will continue to monitor any further contact with the customer over the issue and the above directions be amended as appropriate.

The General Manager/Manager shall advise the Organisational Support & Development Unit of situations referred to in this policy. As appropriate the Organisational Support & Development Unit shall arrange appropriate support services for staff.

10.4 General responsibilities

In all of the situations referred to, adequate documentary records, incident reports etc must be made and maintained on the appropriate Council file.

11. RESPONSIBILITY/ACCOUNTABILITY

11.1 One of the key functions for the organisation is to create a customer-focused environment.

Creating a customer service environment is integral to the business of the Colac Otway Shire.

In a customer service organisation everyone, not just frontline staff need to be focused on the customer as everyone is part of the customer service chain.

11.2 Everyone who acts on behalf of the Colac Otway Shire is:

- *accountable for the quality of the service they deliver*
- *responsible for identifying and reporting any impediments to delivery of good customer service.*

11.3 **General Managers** are accountable for ensuring consistently high levels of customer service in their Departments.

Management is responsible for acting upon any identified impediments to the delivery of good customer service.

11.4 The **Organisational, Support and Development Unit** is responsible for arranging any training and/or coaching on customer service and communication skills.

12. REPORTING AND COMMUNICATION

Council will communicate outcomes of our performance to Staff, Councillors and the Community through the Annual Report.

13. BREACH OF POLICY

Non-compliance with this policy will be determined through individual staff performance management.

Opportunity for re-training made available if required.

14. RELATED POLICIES/PROCEDURES/GUIDELINES

- Performance Management System
- Colac Otway Shire Style Guidelines
- Council Code of Conduct
- Staff Code of Conduct

15. POLICY IMPLEMENTATION

All staff will be responsible for implementing this policy. Managers and Supervisors will be responsible for monitoring their staff through the Performance Management System and contractors through contract monitoring processes.

16. ATTACHMENTS/APPENDIX

APPENDIX 1 – Performance Standards
APPENDIX 2 - Telephone Protocols

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
25 November 2008	Adopted by Council
28 April 2010	Review

APPENDIX 1 – CUSTOMER SERVICE PERFORMANCE STANDARDS

Introduction

One of Colac Otway Shire's organisational values is Service and a key objective is to ensure all staff are committed to being customer focused and embrace the Customer Service Performance Standards. These Performance Standards will ensure consistency and quality in our presentation, responsiveness to meet our customer's expectations, and accessibility to information.

In June 2004, a staff committee reviewed the current performance standards and integrated them into four organisational customer service responsibilities:-

1. Customer Interaction
2. Request Handling
3. Corporate Image
4. Information Management

These Performance Standards will guide our overall organisational customer service focus. Business Units may adopt site-specific standards to assist them to meet their particular customer expectations within their resources. These must be in line with the standards and the Council's values.

Customer Service training and refresher courses will be made available to all staff annually or as required to ensure consistent standard of service delivery.

Customer Satisfaction is independently measured on an annual basis on all Councils throughout Victoria.

MERIT includes ongoing and agreed time lines for responses against each category and outstanding requests are monitored on a regular basis.

The Organisation recognises staff who comply with criteria set out in the Performance Standards through the Performance Management process. Council further recognises excellence in Customer Service through Reward & Recognition programs.

This document contains an explanation of the Performance Standards, how they are going to be measured and what actions staff can take to improve the overall organisational targets.

1. Customer Interaction

Performance Standard Objective
To guide the way we interact with internal and external customers directly by telephone or personal contact.

Criteria

Telephone Interaction

- All telephone calls will be answered within 3 rings where possible.
- Council staff will identify themselves to callers, being courteous and professional at all times *(Refer to Appendix 2 – Telephone Protocols).*
- Telephone messages will be returned within 24 hours, wherever possible.
- Staff should answer other staff members phones in their common group in their absence and assist the caller by taking a message or offering to leave a message on voicemail where appropriate.
- Where staff have use of a dedicated mobile phone, their office phone should be diverted to their mobile phone when practicable.

Customer Contact

- When visiting Council premises, customers will be attended to without delay in a friendly, courteous, helpful and professional manner.
- Use the customer's name to help build rapport and diffuse tense situations.
- Show empathy and acknowledge the customer's concerns.
- Actively listen, take notes and tell the customer what you are going to do, and when they can expect a response. Be realistic, "only promise what you can deliver".
- Do not take comments personally – sometimes people may be angry at the system – not you personally.
- Do not argue or enter into dispute – remain calm, objective and professional.
- Do not blame other people, units or the customer.
- Staff will take responsibility for finding a resolution to the customers' enquiry and ensure the customer has a contact name for follow up.
- Staff will be responsive to requests for information.
- Staff will arrive on time for meetings and appointments.
- When absent, staff will use appropriate mechanisms to advise other staff when they will be available.
- Where a record of conversation form is used or a telephone conversation is recording staff are to ensure that it is filed electronically in TRIM

How Performance Standards will be Measured

The Council participates in the Annual Customer Satisfaction survey which rates Council's interaction and responsiveness in dealing with the public. Customers are asked to rank Council's performance in the way they were treated with things like ease of contact, helpfulness and ability of staff, speed of response, and attitude (survey co-ordinated by the Office of Local Government).

The Council also participates in benchmarking with other Councils through Customer Service Benchmarking Australia.

Performance will also be measured through the organisation's Performance Management process.

How Staff can improve their Performance

- Answer and return telephone calls promptly and identify yourself and the organisation.
- Treat all customers consistently and use a professional and friendly manner.
- Use the Outlook Calendar/Phone System to ensure staff are aware of your movements to assist you with your customer service.
- If you are going to be absent, let your Manager know asap.
- If you are taking leave organise with the MERIT administrator to ensure your MERITS are actioned within the designated timeframe.
- Take messages for other staff in your group and record on MERIT if practicable.
- Attend to all customers promptly.
- Provide timely, useful and accurate information.
- Actively listen to the customer's concerns.
- Be aware of the Dealing with Difficult Customer Behaviour clause in the Customer Services Policy.

2. Request Handling

Performance Standard Objective
To guide the way we deal with and respond to internal and external requests, and action items arising from meetings.

Our aims are to:

- Provide an easy mechanism through which a customer or staff member can make a request.
- Recognise the community and staff have a right to make a request and that this should be seen as a positive and constructive process.
- Ensure that staff are committed to responding to the requests of other staff members, our customers, the Council and the wider community.
- Ensure all internal and external requests, including action items from minutes are entered in MERIT and are acted upon within designated timeframes.

Criteria

- Staff who handle requests, either in writing, over the telephone, or face-to-face, which require any further action should enter the request into the MERIT System so that the requests can be recorded and tracked.
- When you are absent for extended periods, ensure your MERIT requests are actioned by another officer. This can be done by using the system to allocate an alternate officer and making yourself unavailable.
- Discretion is to be used as to whether the customer is asked to put a request in writing.
- Take personal responsibility for the request and provide a contact name for follow up.
- Requests for information should be distributed within 1 working day of the request.
- Attempt to resolve the request at the time. It is acknowledged that many requests take time to resolve. If it is not possible to deal with the request immediately, make a commitment to resolve the matter within a timeframe that is realistic and agreed with the customer. (Note the expected completion times are programmed into the MERIT system; these times can be modified when necessary).
- Give the customer options to consider when negotiating a resolution to a request.
- Once resolved, and if appropriate, confirm in writing what the resolution is. If any actions are required, make sure you complete them.
- Conclude or complete a verbal or written enquiry or request by thanking the customer.
- Regularly inform the customer on the progress of matters that cannot be resolved in a given short time frame.
- If a request is received by letter, it may be appropriate to call the person involved to find out more information or to advise that the matter is being investigated.
- If the customer is still not happy at the end of the process, explain that you will refer it to your Team Leader/Manager/ General Manager. Prior to briefing your Manager ensure that MERIT is updated with the latest information.

How Performance Standards will be measured

- Executive and Managers will regularly monitor outstanding requests through reports generated from MERIT.

- By the Annual Customer Satisfaction rating for Council's interaction and responsiveness in dealing with the public. Customers are asked to rank Council's performance in the way they were treated with things like ease of contact, helpfulness and ability of staff, speed of response, and attitude. (Survey co-ordinated by the Office of Local Government).

- Performance will also be measured through the organisation's Performance Management process.

How Staff can Improve their Performance

- Recognise that requests can provide constructive information through which we can improve our service and performance.
- Listen, remain calm and professional and always treat the customer with respect.
- Take responsibility for resolving the request, including finding information from other work areas.
- Negotiate with the customer to provide a response within an agreed timeframe.
- Keep the customer informed of progress if a matter takes some time to resolve.
- Log all customer requests which require any further action on MERIT.
- Log all actions from minutes on MERIT.
- Ensure you check your MERIT requests regularly and respond to requests within the agreed timeframes as stated in the MERIT system.

3. Corporate Image

Performance Standard Objective
To present a professional approach when interacting with our customers both in person, over the telephone and through written correspondence; and to ensure the clean, tidy and neat image of our Customer Service areas.

Criteria

Presentation

- Ensure all areas especially areas in public view are clean, tidy and professionally presented.
- Staff will present a professional image in appearance (full uniform where required) and have a high standard of personal presentation (well groomed).
- Staff will wear Council name badges or identification when dealing with external customers or when representing Council.
- No food, drink (other than water) or chewing gum will be consumed by staff in Customer Service or areas in public view.
- All signage on walls to be professionally presented.
- Conference/meeting rooms and Staff rooms are to be left in a neat and tidy manner by users, including ensuring all food and drink is removed.

Written Correspondence, Agendas & Minutes

- Standard templates and Corporate Style Guidelines will be used for all correspondence, agendas and minutes.
- When preparing correspondence, all staff will ensure:
- layout complies with Corporate Style Guidelines
    - contact name and phone number is provided
    - a professional and personal tone is used
    - the correct greeting is used
    - letters are signed
    - correspondence is free of spelling, grammatical and typing errors
    - all attachments are enclosed
    - "With Compliments" slips are attached when appropriate
    - envelopes are addressed correctly and typed
    - Corporate forms should be printed on Corporate Form paper (available from IMS).

How Performance Standards will be Measured

Customer Assist officers will regularly ensure that public areas are clean, tidy and neat and information brochures and documents are up to date. Team Leaders and Managers will also monitor staff presentation to ensure a professional image is conveyed to our customers.

It is essential that correspondence is written in a professional and accurate manner following the criteria set out above. Executive and Managers will monitor response times to written requests using reports generated through the MERIT system.

Every quarter, Information Management Services Business Unit will review random items of outgoing correspondence for compliance with the Corporate Style Guidelines, template used, spelling/grammar checked, envelopes typed, letters signed and copy filed in TRIM.

Performance will also be measured through the organisation's Performance Management process.

How Staff can Improve their Performance

- Ensure all areas have a clean, tidy and professional appearance.
- Ensure work areas and meeting rooms are kept tidy and clear of clutter.
- Attend to all customers promptly and present a friendly and professional approach when dealing with customers.
- Staff members are appropriately presented with name badge or identification.
- Provide timely useful information.
- Use Microsoft Word templates and Corporate Style Guidelines to guide layout, font size, text, addressing etc.
- Use a professional and personal tone of writing.
- Use spell check and proof read all outgoing correspondence.
- Ensure attachments are enclosed with correspondence.
- Make sure all envelopes are correctly addressed and typed.(either directly or using labels).
- Make sure all written requests are responded to within specified timeframe.
- When you are away for extended periods ensure your MERIT requests are actioned by another officer.

4. Information Management

Performance Standard Objective
To ensure our customers have access to relevant and accurate Council information and services.

Criteria

- Ensure the most relevant media is used to inform our customers through advertising, media releases and news columns.
- Ensure that web site and intranet information is up to date, relevant and accurate.
- Ensure brochures, directories, public documents and other publications are available from our Customer Service Centres in Colac and Apollo Bay and available via the Internet.
- Inform our customers of Council's performance through our Annual Report.
- Circulate information to new residents through our New Residents Kit.
- Incoming information will be managed and distributed daily.
- Ensure accurate and complete information is maintained in TRIM.
- Corporate Library and hardcopy files.
- Ensure information contained within the Colac Otway Shire Databases is maintained.
- Ensure the organisation's induction program is made available to all new staff.
- Ensure an induction program is made available to staff who transfer within the organisation.

How Performance Standards will be Measured

The Public Relations Co-ordinator will conduct quarterly audits of website and intranet information to ensure information is up to date, relevant and accurate. All Business Units are responsible for ensuring their information is correct and up to date.

The Public Relations Co-ordinator will regularly review brochures, directories, public documents, New Residents Kit and other publications to ensure availability, relevance and accuracy.

The Annual Report will be made available to our customers and residents.

Information Management Services Unit will conduct quarterly reviews to ensure staff are using TRIM effectively.

Performance will also be measured through the organisation's Performance Management process.

How Staff can improve their Performance

- Regularly review relevant web site and intranet pages and provide up to date, relevant and accurate information to the Public Relations Co-ordinator.
- Provide the Public Relations Co-ordinator with information to be included in media, brochures, public documents and other relevant publications.
- Contribute information to Council's Annual Report.
- Participate in training and refresher workshops on TRIM.
- Ensure all relevant incoming and outgoing corporate documents, correspondence, faxes, e-mails and information are stored in TRIM.

APPENDIX 2 - TELEPHONE PROTOCOLS

Section 1: PURPOSE

(1) Colac Otway Shire staff make and receive many telephone calls each day. Telephone contact is one of the most important communication points for the Shire.

(2) These protocols present basic guidelines for staff in terms of managing telephone calls and establishes some standards and practices with the use of technical features of telephone services. It aims to ensure that telephones are answered in a welcoming, consistent and informative manner that gives a positive and professional impression of the Shire.

(3) To improve staff professionalism when managing customer enquiries over the telephone and to minimise the time taken to respond to and conclude an enquiry to the customer's satisfaction.

Section 2: POLICY STATEMENT

(4) The Shire's policy is to answer all telephone calls in a welcoming and professional manner that conveys confidence to the caller that their enquiry is valued and that they will be acknowledged and responded to within a stipulated timeframe.

Part A – Telephone Answering Protocols

Initial Answering

(5)
- It is important that telephones are answered within three rings and that when you answer an external call you should welcome the caller using the following phrase *"Welcome to Colac Otway Shire, this is (first name)".*

  A professional manner and friendly tone of voice should be demonstrated.
- Where appropriate, ask for the customer's name. Discretion needs to be used with this as some customers may wish to remain anonymous.
- The system has provision for recording a phone call. If the call is external and is coming via the contact centre the caller will be aware that the call is being recorded. If they have contacted your extension directly you will need to advise them if you are going to record the call for privacy law purposes.

Placing a Call on Hold

(6)
- Always ask the customer's permission to put them on hold and thank them for waiting. Make sure you get back to the caller every 30 seconds and ensure the caller is to be placed on hold for no longer than 2 minutes.

Transferring a Call

(7)
- Always ask the customer's permission to transfer them to the appropriate officer. The customer should be advised who they are being transferred to and the area/department. Always advise the person you are transferring the call to of the caller's name and the nature of their enquiry to allow the staff member to be prepared.

  If the officer is absent from their phone/office, advise the caller ***"they are unavailable"*** and offer to take a message or transfer the caller to the officer's voicemail.

Please note the officer is not "out to lunch", "on their RDO", "not here right now" or "around somewhere".

- Customers should not be transferred more than once wherever possible.

Forwarding/Diversion of Calls

(8)
- Calls should not be transferred more than once but if a staff member receives a call that has come to them in error and it is obvious that the caller has been transferred more than once then the staff member should take down the details and get an appropriate staff member of the Shire to return the call. The only exception to this should be where the recipient of the call can make direct and immediate contact with the correct staff member and there is certainty that the call will not have to be transferred again. Calls should not simply be redirected to reception.

- Where a staff member is away from their workplace and in appropriate circumstances needs to use call forwarding, it is essential that the person to receive the calls is aware of that and is available and willing to take the calls.

- Call forwarding to mobile telephones may be appropriate in particular circumstances and decisions need to be taken having regard to the need and urgency of the call. Note: Shire mobile phone numbers are not to be given out to the wider community.

Answering of Other Staff Phones

(9)
- The telephone system is set up in such a way that common groups have the ability to answer each others phone easily and simply. If a phone call is not answered it will go to voicemail or an option to return to Customer Assist who can take a message and submit a MERIT request if appropriate.

- It is ineffective to answer a telephone call in an area that you do not work unless your desk is close to another area and you have a good understanding of issues. It is more effective to allow the call to go to voicemail or transfer to Customer Assist who will then take the message and submit a MERIT request.

Ending a Call

(10)
- Always thank the customer for calling and finish the call on a positive note. Where applicable ask the customer "Is there anything else I can help you with today?" For external calls allow the customer to hang up first.

Returning a Call

(11)
- All calls should be returned within 2 working days wherever possible.

Voicemail

(12)
- Voicemail allows customers to the Shire to leave detailed messages direct to the officer they wish to speak to – this saves time and also avoids errors in communication as a third party is not involved it is vital that this facility is used within the guidelines listed below to ensure quality Customer Service is delivered at all times.

  Guidelines for managing your Voicemail.

  1. Take note of the voicemail indicator light on your telephone
  2. Check your Outlook regularly for voicemail
  3. Once you receive a voicemail investigate the issue
  4. Return call to customer within 2 working days with a resolution or further discussion

5. If you are going to be absent for more than 2 working days change your voicemail message to an extended absence message
6. Create a MERIT request if tracking required
7. File all information pertaining to the request in TRIM

It is your responsibility to ensure that your voicemail facility has a voice message that is relevant to your current circumstances. To ensure a professional image is portrayed to our customers the following scripted messages must be used by all officers.

The following script is to used as your standard in a meeting and out of the office message;

"Welcome to Colac Otway Shire. You have teached the number of (name & title)). I am currently unavailable. If you would like to be put through to a Customer Assist Officer press 0 or please hold to leave a message on my voicemail and I will return your call as soon as possible.

If you are away from the office for more than 2 working days please use the following extended absence script.

"Welcome to Colac Otway Shire you have reached the number of (ame & title). I am currently on leave and the (date). If the matter is urgent please press 0 to speak to (name) in my absence or leave a message on my voicemail and I will call you on my return."

Part B – Role of Customer Services/Reception

(13) • Customer Assist operates the general Shire telephone number 03 5232 9400. The role of this unit is to answer incoming calls to the Shire in an interested, warm and helpful manner and refer them to the appropriate officer within the Council. If they cannot resolve the enquiry at that point the unit assists both external callers and Shire staff with their general telephone enquiries.

(14) • To undertake its role effectively the Customer Assist officers must be advised where there are significant changes or disruptions to unit telephones. For example where the entire staff of a unit will be away from their area (eg training, meeting) it is essential that the Unit be notified in advance. Also where a special interest issue has arisen that is likely to prompt increased calls to the Shire, the Unit should be briefed on the appropriate forwarding of the calls and advised of relevant information to provide to customers.

Part C – Responsibilities of Supervisors and Staff

(15) • Managers/Supervisors are responsible for ensuring that all staff who have significant telephone answering duties attend training as required and are aware of the telephone procedures.

(16) • Managers/Supervisors need to ensure that all phone calls are managed in a professional and consistent manner.

Managers/Supervisors need to ensure that officer's voicemails are managed in a professional and consistent manner within the voicemail guidelines.

(17) • Managers/Supervisors are responsible for ensuring that their units have in place procedures to manage calls, particularly where staff are absent from the workplace.

(18) • In terms of use of Shire telephones for personal purposes, staff should adhere to the principles outlined in the Code of Conduct and also in the Operational Telephony Policy.

Part D – Mobile Telephones

(19) • Approved staff are provided with mobile telephones by the Shire. Criteria and usage of mobile telephones are provided in the Operational Telephony Policy.

Part E – How Staff Can Improve their Performance – Summary

(20)
- Answer and return telephone calls promptly and identify yourself and the organisation.
- Treat all customers consistently and use a professional and friendly manner.
- Ensure your voicemail message is current.
- If you are going to be absent for more than 2 working days set your voicemail message to an extended leave message.
- Take messages for other staff in your area and record in MERIT where appropriate.
- Attend to all customers promptly.
- Provide timely, useful and accurate information.
- Listen to the customer's concerns.
- Staff to respond to being paged in less than 1 minute.
- Phone calls are returned within timeframe agreed with customer.
- Be aware of the Dealing with Difficult Customer Behaviour clause in the Customer Services policy.

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Council Property Leasing**
Council Policy ref. no:	4.2
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

The Council's Property Leasing Policy considers the way Council leases out its property assets.

This is a general policy that outlines Council's principles and values. It is not intended to be a rigid set of rules, but rather a framework that assists Council in participating in fair and equitable discussions with all types of tenants.

2. POLICY

2.1 AIMS and PRINCIPLES

2.1.1 Aim

To provide guiding principles that will enable the establishment and management of Council's leased assets in a way that is consistent with the Council Plan and maximises the use of the communities assets so that they are managed responsibly.

2.1.2 Principles

This aim will be achieved by addressing issues in harmony with Council's values, inclusive of partnership, consultation and service. These values will provide the foundations for decision making. This will be done through the following key areas:

- Understanding and fostering community benefit.
- Maximising the value of Council's leased assets to Council and to the community.
- Providing an equitable and transparent process for dealing with subsidised leaseholds.
- Providing an easily understood subsidised rental application.
- Equitable and easily understood framework for subsidies.
- Encouraging community responsibility.
- Consideration of ownership of land

2.1.3 Objective

The objective of the policy is to provide straightforward guidelines for the development of occupancy agreements, which clearly define the roles and responsibilities of both the tenant and the Council. The policy will provide a useful tool to ensure the best use of facilities is achieved and a clear relationship established between parties.

3. DEFINITIONS

3.1 Lease

A lease is a right granted by the owner of land to an occupant to have the exclusive use of that land in consideration for a payment, known as rent.

Nature of the interest.

- A lease creates an interest in land. An interest in land is:
  i) binding on third parties (ie if the lessor sells the land the purchaser will take the land subject to the lease); and
  ii) is, unless the lease specifies to the contrary, capable of being assigned.

- A lease is also a contractual agreement between the landlord and the tenant under which each party has certain contractual obligations.
- Council is prohibited under the Local Government Act 1989 (Vic) from entering into a lease exceeding 50 years.
- "The Local Government Act requires Council must give public notice of its intention to enter into a lease where:
  - the lease term is one year or more; and
    - the rent exceeds $50,000 per annum; or
    - the current market rental value of the land is in excess of $50,000 per annum; or
  - the lease term is 10 years or more; or
  - the lease is a building or improving lease (which is a lease that includes the construction of a premises or improvements or the carrying out of major redevelopment works by either party)."

A lease agreement will be generally used where the site is fully occupied for a specific purpose, such as bowls and hockey clubs or where a club has made substantial financial contributions to the development.

3.2 Licence

A licence gives the licencee a right to occupy land (not exclusively) which without the licence would be unlawful.

Nature of the interest.

- A licence does not create any interest in the land.
- The rights created by a licence are personal and do not run with the land.
- A licence cannot be assigned unless the other contracting party agrees.
- A licence will terminate where the owner of the land ceases to own the land.

A licence agreement will apply when an occupier shares a facility or the premises offer the potential for the facility to be shared promoting greater use of Council assets, for example Cressy Neighbourhood House using the Cressy Maternal and Child Health Centre.

3.3 Seasonal Allocation

A seasonal allocation is an agreement in which a club agrees to occupy a premises in accordance with the terms and conditions of Council's Seasonal Allocation Policy. It will generally relate to a pavilion or sporting ground which may include change rooms, social rooms, kiosks, kitchens, offices and public toilets where used by clubs. It will apply for an occupancy that occurs for a portion of the year and fits within the following seasonal dates set by Council.

Seasonal dates:

Summer	First Saturday in October to second Sunday in March
Winter	First Saturday in April to second Sunday in September

The establishment of these agreements will be in accordance with the seasonal allocation policy and will generally apply to football, cricket and soccer clubs.

The agreements may be in a form of a lease or licence depending on whether the interest satisfies the definition of a lease or licence as set out in paragraph 2.1 and paragraph 2.2 above respectively.

3.4 Asset Value

The asset value of Council land and buildings is prepared by independent valuers. Council undertakes a formal revaluation of its land and buildings on a regular basis every three years.

4. TENANT GROUP DEFINITIONS

Tenants are grouped in four major categories:

4.1 Group 1 – Community Services

This group will receive the greatest discount or subsidy. This will include community groups that service the local community or an underprivileged group or disadvantaged group. The group will be reliant on Council funding and do not have the capacity to generate a significant amount of income. They will not engage in any form of commercial activity and are expected to utilise the premises for at least 60% of the time available.

Examples of these type of tenant include pre-school committees, senior citizen clubs and historical societies.

4.2 Group 2 – Not for Profit Recreation and Sporting Clubs

This group will pay a rental based upon a percentage of the asset value of the facility and receives a substantial discount or subsidy from a fair market rental. This group will include recreational or community groups that service the community and are readily available to Colac Otway residents. Such tenants may include netball, hockey clubs or the like. The rental for pavilions associated with grass based sports such as soccer, football or cricket clubs will be calculated as group 2 tenants but will generally be allocated a seasonal allocation unless they have made substantial funding contributions to their premises in which case they may be on a lease or licence for a pavilion.

Rental will be assessed in accordance with the factors outlined in 7.2

Examples of this type of tenant would include bowling clubs, tennis clubs and other sporting clubs (without gaming or other commercial facilities).

4.3 Group 3 – Larger Non-Government Agencies (Not for Profit) in Receipt of Significant Grants/Fees or other Income

This group will attract no discount or subsidy unless agreed by Council due to specific circumstances.

Examples of this type of tenant would include the leasing of:

- Botanic Gardens Tearooms, Colac (Otway Community College)
- Colac Central Bowling Club
- Lake Colac Bowling Club

4.4 Group 4 – Commercial or Resident Group

This group will attract no discount or subsidy and is for commercial or residential tenants of Council's assets.

Examples of this type of tenant would include the leasing of:

- Apollo Bay Airfield
- Apollo Bay Service Centre
- Caravan Park, Colac
- Caravan Park, Forrest
- Cinema and Auditorium, COPACC
- Fishing Co-Op, Apollo Bay
- Radio Towers

5. GENERAL PHILOSOPHY

5.1 Tenants

The following factors are to be considered when accepting a tenant:

- Community based tenants must service the Colac Otway community and further the goals of the Council Plan as well as where possible maximising the return on the asset.
- Any tenant or licensee must be a legal entity - that is either a person or an incorporated body.
- Any tenant or licensee must have adequate and appropriate insurance coverage.
- All commercial tenants are to be fully reference checked to assure the premises will be suitably maintained and rentals paid on time.

5.2 Optimum use of Facilities

Council's goal is to ensure the greatest community benefit and value can be provided by the utilisation of Council's facilities. This is done by encouraging multi use of facilities and tailoring the services provided by tenants to best suit the community. Council will work with tenants to ensure the highest potential is achieved.

5.3 Crown Land

Where Council acts as the Committee of Management over Crown Land, agreements will be prepared in accordance with the Department of Sustainability and Environment's guidelines. Leases and licences will take the form of those provided by the Department and Council's standard agreement will not be used. Council's standard maintenance schedules will be included within these agreements.

Before committing/entering into a lease for facilities on Crown Land, approval is required from the Department of Sustainability and Environment.

5.4 Renegotiation to Standard Terms

When Council is making a significant financial input to a facility development this will be dependent on the club/organisation being prepared to renegotiate an existing agreement to bring it into line with standard lease terms.

Long term ongoing agreements may be renegotiated by both parties if it is seen to be in the best interests of the parties and for the benefit of the community.

The determination relieves Councils of complying with procedural obligations placed on landlords by the *Retail Leases Act* 2003 (Act), such as disclosure of outgoings and notice of lease renewals. Councils are also exempt from the statutory maintenance and repair obligations imposed on landlords.

5.5 *Retail Leases Act* 2003

In August 2008 the Victorian Minister for Small Business made a determination under the *Retail Leases Act* 2003 (Act) to exempt certain leases of Council owned or managed property that the Act would otherwise cover.

The determination only applies to leases entered into after 1 August 2008.

Under the determination, the following two categories of leases (where Council is the landlord) will be exempt.

1. Where the premises are used by the tenant wholly or predominantly for any one or more of the following purposes:

   - Public or municipal purposes;
   - Charitable purposes;
   - As a residence of a practising minister of religion;
   - For the education and training of persons to be ministers of religion;
   - As a club for, or a memorial to, persons who served in the First or Second World War or in any other war, hostilities or special assignment referred to in the *Patriotic Funds Act* 1958;
   - For the purposes of the RSL;
   - For the purposes of the Air Force Association;
   - For the purposes of the Australian League of Ex-Servicemen and Women

2. Where the premises are used wholly or predominantly by a group that exists for the purposes of providing or promoting community, cultural, sporting or recreational or similar facilities or objectives and that applies its profits to promoting its objectives and prohibits payment to its members.

The second category also applies to leases where Council is acting as a committee of management within the meaning of the *Crown Land (Reserves) Act* 1978.

The determination relieves Councils of complying with procedural obligations placed on landlords by the Act, such as disclosure of outgoings and notice of lease renewals. Councils are also exempt from the statutory maintenance and repair obligations imposed on landlords.

This does not exempt the need for a lease.

6. RENTAL LEVELS

6.1 Group 1 Tenants

This group is fully subsidised. A full rental subsidy is offered to approved recreation or community groups that service the local community or an underprivileged or disadvantaged group and are not in receipt of significant grants or other income.

The minimum to apply at the time of the policy adoption is $1 per annum.

6.2 Group 2 Tenants

The rental calculation for Group 2 tenants will be assessed at the time of a lease being entered into or at renewal of an existing lease.

The greater the net community benefit, the greater the subsidy offered. The following describes the factors that may be considered in determining the level of rental and subsidy.

Capital Contribution

Often groups or clubs have made a significant Capital Contribution on the site. This may include the addition of an asset on the property at the expense of the tenant.

Proposed Capital Contribution

A group or club may enter into a lease agreement undertaking to carry out capital improvements at their expense or in partnership with Council or another agency.

Approved Use

An approved use is one that is determined by the appropriate Council General Manager to fulfil a function, meet a demand, or provide a service, that is consistent with the Council Plan or the needs of the community.

Special Needs Group

A group that actively promotes an activity for disabled, underprivileged or disadvantaged people, a lower socio economic group or other group with special or unique needs, may be eligible for certain levels of subsidy.

Limited Revenue Potential

There are varying degrees of potential for a group or club to raise revenue. Many clubs are limited by the nature of their function which is the reason for having subsidised rentals. Tenants that have a gaming or liquor licence may be charged a higher rental. Groups will be encouraged to seek alternative revenue sources.

Community Access

Maximising the community use of an asset is a Council priority. Groups are encouraged to make a leased facility available to other user groups in order to maximise the utilisation of the facility.

Maintenance Ability

A tenant's ability to maintain a premises may be limited by their type of use. A tenant may undertake more maintenance in exchange for lower rental payments.

User Catchment

Priority is given to tenants whose users are from the municipality. A local catchment would predominantly include residents of the township or surrounding areas. A regional catchment would include users from other areas.

Grants and Funding

Some groups receive financial assistance from the Council. This may impact on level of rental and subsidy.

Other

Other factors may be considered by Council if special circumstances exist.

6.3 Group 3 Tenants

Group 3 tenants will pay a commercial market rental derived from the market unless a discount or subsidy is agreed to by Council due to specific extenuating circumstances.

6.4 Group 4 Tenants

Group 4 tenants will pay a commercial market rental.

6.5 General

Council reserves the right to amend the rental if a tenant gains liquor or gaming licences, or gains access to any other similar commercial means of income generation during the life of an agreement.

7. MAINTENANCE AGREEMENTS

7.1 Introduction

Generally the purpose of undertaking building maintenance is to ensure buildings remain suitable and safe for their intended use and their life cycle is extended as far as practical. It is in Council's interests to ensure its assets are adequately maintained.

Council is responsible for many buildings which it:

- Owns and operates (eg Council office/depot/library/public toilets);
- Owns and operates via a Committee of Management (Council appointed); and
- Manages as a Committee of Management.

7.2 Requirements

The requirement of tenants to maintain their premises will vary depending upon the following factors:

- Ability to maintain
- Revenue potential
- Level of subsidy or grants
- Any special maintenance needs
- Rental level
- The requirements of any applicable retail leasing legislation

The Maintenance Schedule (Schedule A) will form part of the lease or licence agreements and will clearly identify maintenance responsibilities.

Buildings used for community services and not for profit recreation and sporting clubs are to receive maintenance support in accordance with Schedule A unless specified separately in a lease/agreement.

Buildings occupied and controlled exclusively by a club or organisation or buildings determined by Council as having no further use are to receive no Council support.

Community Services and Not for Profit Recreation and Sporting Clubs are defined as a building operated by (refer clause 3.1 and 3.2 for definitions):

a) a Committee of Management for public purposes;
b) an incorporated association undertaking community service under the auspices of Council.

Maintenance requirements for Group 3 Tenants (Larger non-government agencies) and for Group 4 tenants (Commercial) will be agreed to between the parties on suitability market controlled conditions.

7.3 Principles

a) Council has a responsibility to contribute to the maintenance of buildings that have a community use.
b) Council has no responsibility to maintain/improve buildings on Council owned land occupied by an organisation or group exclusively for private purposes, subject to the requirements of the Retail Leases Act 2003 if the land is occupied pursuant to a lease subject to that Act.
c) Wear and tear maintenance and works of a recurrent nature are the responsibility of the occupier or management body of the building, subject to the requirements of the Retail Leases Act 2003 if the land is occupied pursuant to a lease subject to that Act.
d) Major maintenance and capital works are the responsibility of Council unless agreement with lessee.
e) No guarantee can be given that works required can be funded by Council in any given year.
f) Ongoing support for any building is subject to review based on use and need.
g) Where insufficient funding is available an occupier may choose to proceed with works on its own accord subject to all works being approved by Council.
h) All maintenance and other works shall be undertaken in accordance with good practice and all requirements of other Commonwealth and State Legislation or policy.
(i) All maintenance works undertaken by the tenant are to be reported to Council.
(j) Where maintenance is the responsibility of the tenant they need to ensure that their obligations are carried out as per the Lease or other documentation.

7.4 Assessment of Requests

In assessing requests for major maintenance works Council must consider:

- Reason for request, for example safety issues, damage, deterioration;.
- Estimated cost for works;
- Funds available and estimated additional annual works;
- Type of works and whether Council is responsible for the issue;
- Purpose of the building, existing and future use, and need, and
- Alignment with Council's strategic planning objectives.

8. GENERAL TERMS AND CONDITIONS

8.1 A standard agreement will be developed for all tenancies except Group 3 and Group 4 Tenants.

Agreements will be prepared for leases and licences which are tailored to each organisation and varied only when required. Additional clauses will be included in

agreements only when necessary to meet specific requirements of Council or the organisation involved.

Licence agreements will be negotiated in situations where the occupiers share the facility or where the facility is suitable for multiuse and will occupy for a period in excess of 6 months.

Council has a preference to enter such agreements in order for facilities to be used to the greatest potential, rather than only one user. Licences may be used for toy libraries, senior citizens and other clubs that share facilities.

Seasonal allocations will be granted where an organisation will not occupy the premises for the entire year. They may have occupied the premises from year to year but only for a season at a time and the premises will be used by another club in the alternate season. This will apply to some sporting clubs in particular cricket and football.

8.2 Rates, Taxes, Charges and Outgoings

The tenant should pay for all rates, taxes (including GST and stamp duty) charges and outgoings that are levied on the premises or in conjunction with the establishment of the lease, subject to the requirements of the Retail Leases Act 2003 if the land is occupied pursuant to a lease subject to that Act.

8.3 Terms

The term of the agreement will depend upon many factors including the following:

- the tenant;
- the ongoing need for the premises or provided use;
- substantial contributions to capital works;
- the stability of the tenant,
- suitability of the premises to the tenant; and
- the requirements of any applicable retail leasing legislation.

For leases where the rental levels are less than the commercial market rental or are not classified as a retail premises the preferred term of the lease will be for a period of 3 years.

Council sees the optimum term of the agreement as 3 years to best represent the Council and tenants. This allows for regular opportunities to meet and discuss occupancy requirements and to review:

i) the value Council and the community receives from the lease or licence;
ii)equity with other organisations in the community.

The regular changes made to leasing/licencing agreements will reflect the changing needs and legislative requirements of all parties to the agreement. It is seen as an opportunity to work with Council's tenants to ensure that they meet the needs of both parties.

A longer term lease may be negotiated where the community organisation is making or has made, a substantial capital contribution to the construction, improvement or maintenance of the property.

Retail Premises leases will be for a minimum of five years (which can include any option periods).

Consideration of a longer lease term will be made on a case by case basis.

Agreements will only exceed 10 years in exceptional circumstances and where there is significant return on investment for Council's asset. When this happens Council will undertake the requirements of section 190 of the Local Government Act including advertising the terms of the proposed agreement. Leases may not exceed 50 years in accordance with the *Local Government Act* (1989).

8.4 Insurance

All tenants are required to take out public liability insurance noting Council as an interested party or in joint names of the tenant and Council. A minimum cover of $10m is to be provided unless otherwise stipulated by Council.

As a general principle, Council will fully insure all improvements on a leased premises unless otherwise agreed to in a lease. This amount will either be reimbursed by the tenant or considered as part of the rental structure.

Council will not insure the contents of any leased premises. Tenants may choose to provide this themselves.

Other insurances, such as professional indemnity, are the responsibility of the lessee.

8.5 Use of Premises

Council must approve any additional or changed use of a leased or licenced premise. Council reserves the right to review the rent or any other lease provisions when providing this consent. The proposed use will be subject to an assessment of derived community benefit and meeting the needs of the Council Plan. If the use changes or the service or organisation cease to exist the current agreement will automatically terminate and the building will be returned back to Council's control.

8.6 Rent Review

The rental for Group 1 tenants will not be reviewed for the life of the agreement as the agreement is for up to 3 years. Agreements for a period longer than 3 years must include a rental review clause.

Other rents will be reviewed regularly, and adjusted using the Consumer Price Index, a set percentage or a market review.

8.7 Legal Fees

The tenant will pay all legal costs associated with the establishment of a new lease agreement that differs from Council's standard lease document except if the lease is subject to the *Retail Leases Act* 2003.

8.8 Keys and Locks

All keys should be compatible with the master set held by Council's Infrastructure and Services Department.

8.9 Planning Requirements

All leases will encompass the conditions of any issued Planning Permit, and there must be ongoing compliance with Planning Scheme Requirements.

8.10 Safety Requirements

Tenants are responsible to have in place emergency/evacuation plans and generally adhere to occupational, health and safety conditions.

8.11 Smoking

Council has a Smoke Free Environment in Council owned and managed buildings and adherence is strictly required.

8.12 Water and Energy

Tenants are encouraged to minimise water and energy usage.

8.13 Legislation and Regulations

Tenants will be required to comply with all legislation and regulations etc.

8.14 Advertising on Council Facilities

a) Internal advertising is allowed in Council facilities without Council approval if it is advertising the group's own or community's activities.
b) Other internal advertising on Council facilities requires the prior approval of Council and in particular, political advertising will not be permitted.
c) Any external advertising on Council facilities, unless on a designated notice board, requires the prior approval of Council. Political advertising will not be permitted unless approved by Council.

8.15 Gaming in Council Facilities

Council will not generally support gaming facilities in Council owned and/or managed buildings.

9. PROCESS FOR ESTABLISHING OF LEASES

The following outlines the procedures for negotiating and establishing a subsidised leasehold:

- Internal meeting to discuss particulars of proposed tenant with appropriate Council departments:
  - check status of land,
  - confirm statutory requirements,
  - review proposal with respect to Council Property Leasing Policy,
  - seek legal advice where necessary, and
  - assess relevance of any compliance with Retail Leases Act.

- Meet with tenant to discuss terms and conditions of lease.

- Forward copy of lease to tenant for review.
- Where required advertise lease in Council's official newspapers inviting submissions pursuant to s.223 of the Local Government Act for a period of 6 weeks.
- Draft report for next Ordinary Council Meeting recommending execution of two copies Lease Agreement (dependent on submission process).
- Arrange for tenant to sign lease.
- Update Lease Register (in accordance with s11(m) of the Local Government (General) Regulations 2004) and store one original of Lease Agreement.
- Forward an original copy of Lease Agreement to tenant.
- Advise Finance, Infrastructure Services, Risk Management, Parks and Gardens and appropriate manager of lease details.
- Establish invoicing arrangement.

10. IMPLEMENTATION AND REVIEW

The Council Property Leasing Policy will be published on Council's website. The Leasing Policy will be subject to periodic review.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
23 June 2010	Adopted by Council

Schedule A

Maintenance Schedule and Responsibilities for Occupier and Council for Group 1 Community Services and Group 2 – Not for Profit Recreation and Sporting Clubs categories.

GROUP 1 – COMMUNITY SERVICES

LEASES

Apollo Bay Old Cable Station – Historical Society
Apollo Bay Radio Tower (Emergency Services)
Apollo Bay Senior Citizens Centre
Beech Forest Radio Tower (Emergency Services)
CCDA Theatre (COPACC)
Colac History Centre (COPACC)
Lavers Hill Depot Radio Tower (Emergency Services)

AGREEMENTS/LICENCES

Cressy Maternal and Child Health Centre
Kanyana
Pre-Schools

GROUP 2 – NOT FOR PROFIT RECREATION AND SPORTING CLUBS

LEASES

Colac Aero Club
Colac Anglers Club Inc.
Colac Pistol Club Recreation Reserve
Colac Players Shed
Colac Tennis Tournament Club
Pennyroyal Tennis Courts
Public Open Space – Kennett River
Rowing Club, Foreshore Reserve
Wye River Surf Club
Yacht Club, Foreshore Reserve

AGREEMENTS

Recreation Reserves

Item	Occupier's Responsibility	Council's Responsibility
Air Conditioning and Heating Appliances	• Service and repair when required	• Replacement of unit and any major parts
Building	• Determine and document the specific needs of the building relating to any requests to Council for building alterations. • Prepare plans and obtain quotes for requests for minor improvements.	• Assess all requests submitted. • Undertake works required to bring premises and surrounds to appropriate standards to meet the required regulations. This excludes items identified as the lessee's responsibility in this document. • Preparation of long-term development plans, design of major building alterations or major structural works.

Item	Occupier's Responsibility	Council's Responsibility
Cleaning	• Keep premises in clean, sanitary and fresh condition.	• Nil
Ceilings, Walls and Skylights (internal)	• Cost of repairs due to major or continual misuse. • Regular cleaning	• Major repair and/or replacement due to structural faults/age.
Curtains/Drapes/Blinds	• Repairs costs. • Replacement costs. • Supervision of installation of replacement items. • Regular cleaning.	• Nil
Doors (Inc. cupboard doors)	• Regular cleaning and repair of internal/external doors due to major or continual misuse. • Minor adjustments.	• Replacement due to age, structural fault.
Electrical Wiring, Fittings and Lights	• Additional or security lighting. • Cost of repair and replacement of electrical wiring if damage is due to major or continual misuse. • Repair and replacement of all light globes. • Regular cleaning of all light fixures.	• Replacement of all building wiring from main supply to and including the switchboard. • Replacement of light fittings.
Fire Extinguishers	• Nil	• Service/annual inspection and maintenance charge. • Fill when discharged and replace if stolen.
Floor Surfaces and Coverings	• All regular cleaning and maintenance of floor coverings such as carpet and tiles.	• Replace to essential areas when excessively worn or dangerous.
Fly Screens	• Maintain and replace fly wire. • Install additional fly screens	• Nil
Garbage	• Normal fee for service waste collection	• Nil
Glass	• Replace broken or cracked windows arising from misuse. • Regular cleaning	• Replace due to breakage arising from structural fault, age.
Grounds	• Keep all entry/exit areas clear and sweep regularly. • Maintain all grounds associated with building by cutting the grass, minor pruning, replacing trees, bushes and flowers if required. • Repair fences. • Remove dead foliage. • Seek Council approval for any modification to the grounds. • Maintenance of garden beds.	• Repair paths, driveways etc. • Replacement of essential pavement, driveway and carpark areas; retaining walls and ramps. • Replacement of essential/required fences. • Structural repairs or capital works re. fences. • Trees lopped/pruned to meet security/safety requirements where considered dangerous.

Item	Occupier's Responsibility	Council's Responsibility
	• Maintenance of garden hoses and sprinklers etc. • Cleaning and weeding of pavement and driveway areas	
Emergency Lights and Exit Signs	• Notification to Council of maintenance issues.	• Inspection and replacement of globes. • Replacement of fittings.
Internal Appliances eg. Fans, Kettles, Food Processors etc.	• Replacement as required of minor kitchen appliances.	• Nil
Vandalism	• Less than $1000 (subject to change based on claims history)	• More than $1000 (subject to change based on claims history)
Keys and Locks	• Repair and replacement of locks if damaged through major or continued misuse.	• Replacement of lost or damaged keys as applies to Council's master key system. • Supply of keys for user groups. • Repair and replacement of locks as applies to Council's master key system.
Painting	• Internal painting if damaged through major or continued misuse or colour scheme changes etc.	• Internal and external for structural integrity reasons.
Permanent Fixtures	• Regular cleaning of all fixtures. • Repair and/or replace if damaged through major or continual misuse.	• Replace when required the following items: - hot water service - sinks and toilets - verandas attached to the building.
Pest Control	• Keep all areas in a clean and hygienic state. • All pest control as required both internal and external.	• Pest control relating to structural items (eg. woodborer and termites).
Plumbing	• Cost of internal repair due to major or continued misuse. • Replacement and repair of internal surface plumbing fittings such as toilet seats, taps and washers etc.	• Replacement of damaged or corroded plumbing fittings, toilet bowls and cisterns. • Repairs or works required for drainage purposes, including sewerage, drains, water pipes and pits. • Replacement of gas pipes. • Structural repairs or capital works.
Roof, Skylight, External Walls, Spouting and Downpipes	• Cleaning of roof, external walls, spouting, downpipes and guttering.	• All maintenance and repair of the structure of the premises as required.
Signage	• Maintain and replace all internal/external signs relating to the committee.	• Identification signage to be provided by Council where required.
Smoke Detectors	• Install, repair and replacement of battery operated smoke detectors. Includes battery replacement as required.	• Installation and maintenance of hard wire system where required.

Telecommunication Systems (eg. fax, photocopiers, telephones etc)	• Purchase, service and maintenance cost. • Replacement costs.	• Nil
Whitegoods (eg refrigerator, dishwasher etc)	• Service and maintenance costs. • Replacement costs.	• Nil

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Sale and Exchange of Council Land**
Council Policy ref. no:	4.3
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

Colac Otway Shire is obliged to manage its real estate so that municipal requirements are met. These requirements may change and properties need to be revaluated to establish their status.

The current and future use of property as well as the economic potential of disposal, should be considered by Council.

2. OBJECTIVES

Council will dispose of Council Land in a considered and responsible way and in accordance with legislation and the policy outlined.

Where Council disposes of real estate the sale should maximise the total economic return to the Council except where there is a clearly demonstrated community benefit for selling the land at a lower amount.

The policy has been prepared to assist Council and officers in determining the procedures to be followed in the sale, transfer or exchange of Council Land and in line with sound management practice.

3. LEGISLATIVE AND CORPORATE REQUIREMENTS

This policy complies with the requirements of the *Local Government Act* 1989 and the "*Local Government Best Practice Guidelines for the Sale and Exchange of Land*".

The Best Practice Guideline was prepared jointly by Local Government Victoria and the Government Land Monitor, Department of Planning and Community Development to provide guidance for Councils that are proposing to either sell or exchange land.

The guideline is in two parts:

- The first sets out the legal obligations under sections 189 and 191 of the *Local Government Act* 1989; and
- The second part sets out general principles and best practice for the sale, exchange or transfer of land.

3.1 Legislative Requirements:

The *Local Government Act* 1989 provides the steps required to comply legally in regard to the sale or exchange of Council owned land (sec 189) and in accordance with the State Government Department of Planning and Community Development Local Government Best Practice Guidelines for the Sale, Exchange or Transfer of Land.

- Public notice to be given of Council's intention to do so at least 4 weeks prior to the sale or exchange.
- Obtain from a registered valuer a valuation of the property for sale or exchange, which is dated not more than 6 months prior to the sale.
- To receive submissions under section 223 of the *Local Government Act* 1989 within 28 days of advertising a Notice of Intention.
- Submissions to be considered by Council prior to resolving to sell or exchange land.

3.2 General

All properties will be reviewed periodically for its municipal usefulness and particular attention paid to land not adequately used for municipal purposes.

Properties that are designated as surplus may be sold, exchanged or reserved for exchange for other land that the municipality requires. This would be after an assessment of Strategic Planning implications and future needs.

3.3 Preliminary Report to Council to Sell Land

Prior to any sale of land and the statutory processes commencing, a report to Council is to be prepared outlining the following:

- Reason for recommended sale
- Description of property
- Current Council valuation and date of valuation
- Council's book value of land
- Locality map
- Current use
- History of Council ownership
- Recommended method of sale
- Recommended sale price range and justification if range is less than valuation
- Any encumbrances
- Timelines for sale

- Proposed purchaser and if company, details of company directors and/or trustees (private sale only)

A report would also be prepared for the transfer or donation of land where no sale price is involved.

3.4 Consultation Process - Advertising

All statutory advertisements must include a legal property description and a local name by which the property is known (if any) together with all other relevant details in relation to the sale eg. price, special conditions, statutory advertising will be placed with Council's regular print media outlets.

3.5 Methods of Disposal

Sale or exchange of land may proceed in the following manner:

- Public Competitive Sale (auction or agent)
- Private Sale
- Other Sales

Generally, all sales and exchanges of land should occur at not less than the market value assessed by a Valuer engaged by Council. Where it is recommended that land is sold for less than the market value, a report should be provided to Council, explaining the circumstances, reasons or factors which led to the decision to accept a sale price that is less than market value or land on exchange with a lower value.

3.6 Public Competitive Sale

After completing the relevant advertising process required under the *Local Government Act* 1989 and Council resolved to sell, the following procedures should apply:

3.6.1 At least 2 quotations be obtained from licensed agents to act for Council.

3.6.2 Selection of an appropriate real estate agent to dispose of the property may be based on the following criteria but not limited to:

(a) type of property to be marketed
(b) relevant experience
(c) proposed commission
(d) necessary licences

3.6.3 The Chief Executive Officer, after consultation with Council, to determine whether sale by auction or direct negotiation or expression of interest and whether any terms and conditions apply.

3.6.4 The Chief Executive Officer, after consultation with Council, to determine reserve value if sale by auction or negotiated sale.

3.6.5 If reserve is met then sale proceeds.

3.6.6 If reserve is not met, then any offer or proposal to amend reserve be referred to the Chief Executive Officer for consideration.

3.7 Private Sale

3.7.1 The Chief Executive Officer, or an officer authorised by the Chief Executive Officer, be empowered to negotiate with prospective purchaser/s.

3.7.2 The Chief Executive Officer to approve final sale price and any terms or conditions of sale.

3.8 Other Sales

If any sales fall aside the guidelines above then Council approval will be required prior to acceptance of any offer to purchase.

3.9 Contracts of Sale

All Contracts of Sale are to be prepared by Council's legal advisors and tabled for Council signing and sealing.

3.10 Payment of Costs

Each party will bear their own costs in relation to a sale of land process. Council costs may include valuation fees, legal cost and real estate agent fees.

3.11 Authorisation

The Chief Executive Officer is authorised to negotiate and sign contracts of sale . In accordance with the Chief Executive Officer's Instrument of Delegation or as agreed by Council.

3.12 Annual Report

All land sales for the financial year are to be disclosed in the Annual Report of Council for that year.

3.13 Expiration of Sale Offer

If a contract of sale has not been signed within a period of 6 months from date of Council resolution to sell, the offer lapses unless due to unforeseen circumstances and will be required to be referred back to Council for determination.

3.14 Responsibility

The Infrastructure Department (Assets) shall have the responsibility of identifying surplus properties and advising Council. The actions of the department shall include, but not be limited to the following:

- Identify potential saleable parcels of land.
- Refer property to other departments for comments and advice.
- Obtain toxic or environmental reports.
- Apply for relevant planning requirements.
- Prepare Council papers and reports.
- Request valuations.
- Place statutory and other advertisements in newspapers.
- Engage a real estate agent.
- Authorise preparation of vendor statements, contracts and documents.

3.15 Use of Proceeds

Unless otherwise directed by the Council, sale proceeds from land other than that reserved as Public Open Space shall be assigned in accordance with Council's adopted long term financial plan.

Proceeds from the sale of land reserved for Public Open Space must be assigned as directed in the *Local Government Act* (1989), *Planning and Environment Act* (1987) and *Subdivision Act* (1988).

4. Related Legislation, Guidelines, Specifications and Codes of Practice

- *Local Government Act* 1989, Sections 189, 191 and 223
- *Planning and Environment Act* (1987) and *Subdivision Act* (1988).
- Council Tendering Policies
- Local Government Best Practice Guideline for the Sale and Exchange of Land

5. Implementation and Review

This policy will be implemented by staff at the Colac Otway Shire and will be reviewed on a periodic basis.

The policy is subject to immediate review should any relevant legislation changes occur.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 May 2008	Adopted by Council
28 October 2009	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Funding Advances to Community Organisations**
Council Policy ref. no:	6.2
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

The Colac Otway Shire is committed to providing local organisations with the opportunity to access financial support to assist in the provision of recreational, welfare, sporting, cultural and event related activities which benefit the entire Shire community.

2. SOURCES OF FUNDING

Funding is available under two Council Support Funds namely:

Council Community Funding Program, comprising four categories:

- Community Projects (up to $10,000)
- Recreation Facilities (up to $10,000)
- Small Equipment and Training (total project up to $2,000)
- COPACC Hire Assistance

Festival and Events Support Scheme

Local Government

Council Community Funding Program

The Community Projects category provides for funding to be allocated annually to community based, not-for-profit organisations which assist in the provision of community development programs/projects, arts, recreation and cultural activities and events for citizens of the Colac Otway Shire. The Council makes an annual budget allocation in recognition of the important contribution made by community contributions. Funding is not made on a recurrent basis.

The Recreation Facilities category provides financial assistance to Recreation Reserve Committees of Management and organisations responsible for recreation facilities including public halls in undertaking high priority items of cyclical maintenance and minor capital improvements for the benefit of the citizens of the Colac Otway Shire.

The Small Equipment and Training category provides financial assistance for purchases which are facility enhancing (designed to remain part of the facility) or which provide general benefit to groups through community projects. Funds are also provided for training in areas of development of specialised skills for volunteer community members.

The COPACC Hire Assistance category provides financial assistance for the hire of COPACC to local groups, organisations and schools for the provision of performing arts and cultural activities for the benefit of citizens of the Colac Otway Shire.

Festival and Events Support Scheme

The Festival and Events Support Scheme provides financial assistance for costs related to the delivery of new or established events which demonstrate a contribution to the social, cultural and economic growth of the Colac Otway Shire. The Colac Otway Shire Festival and Support Scheme is targeted at organisations with limited financial resources

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual) sporting, culinary, environmental or could include markets, festivals and shows. Events should enhance the region's profile, develop community co-operation and cohesion, build local skills or in other ways have a positive impact on the local community.

General guidelines and an application form are prepared on an annual basis;

The guidelines provide details on:

- Objective of each fund
- Eligibility
- Scope
- Consideration of Applications
- Timelines and Notification
- Assessment Criteria
- Evaluation of Successful Projects

The application form requires information on:

- Organisation details
- Project details
- Financial details
- Budget

Both funds are available for application annually and once approved, finances are distributed promptly based on receipt of the required information from successful applicants.

State/Federal Government and Philanthropic

There are also a variety of State/Federal Government and Philanthropic funding sources available to both Council and the community.

Information regarding those funds may be obtained by contacting the Colac Otway Shire's Recreation or Economic Development units.

3. POLICY

3.1 Council will consider providing funding to community organisations under the following criteria:

- Funding to eligible organisations who can demonstrate the ability to undertake projects as stated in their application and to the benefit of the Colac Otway Shire community.
- Funding where project is on Government property where Council is Committee of Management or believes that the project is of community benefit.
- Funding where Council is the freehold owner of the land upon which the expenditure proposes to be incurred.
- Funding based on the amount provided in Council's annual budget.

3.2 Council reserves the right to charge a commercial interest rate where local funding contribution is not repaid in accordance with agreement entered into prior to the project commencing.

3.3 Council may require some or all of the following criteria to be met in approving funding for projects:

- Detailed financial statements (past 2 years)
- Details of previous grants provided by Council to organisation in past 3 years;;
- Detailed project briefs, plans, costings and scope;
- Comprehensive projected budget for the project;
- Details of any occupancy or tenancy agreement in place;
- The organisation's ability to repay the loan (if applicable) based on the conditions provided in the agreement;
- The organisation being prepared to sign an agreement with Council; and
- Any other condition that is set by Council at the time of negotiation.

3.4 Council will allocate funding on a predetermined criteria which may include:

- Community benefits provided by the project both short and long term;
- Whether the project creates new or increased opportunities for residents of the Colac Otway Shire;
- Whether the project reduces gaps in existing services and programs;
- Whether the project meets the communities needs;
- Extent of forward planning demonstrated by the organisation;
- Availability of the organisation's matching contribution;
- Provision of sufficient documentation on the proposal;
- Compliance with the guidelines of the relevant Council fund; and
- Funding available.

3.5 Organisations who are allocated funding are required to complete an acquittal to Council. The acquittal must outline what works/events were carried out/held and how the funding was used. The General Manager Corporate and Community Services or their delegate will report on these outcomes to Council.

3.6 Council will not provide guarantees on behalf of the local organisations to funding institutions.

4. IMPLEMENTATION AND REVIEW

This policy will be implemented by Colac Otway Shire staff and will be subject to periodic reviews.

5. ACCOUNTABILITY

A summary report will be submitted to Council within one month of the end of the financial year to which the funds were applied.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
28 March 2007	Adopted by Council
25 November 2009	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Donations-Miscellaneous**
Council Policy ref. no:	6.3
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

There are many worthy organisations and individuals seeking financial support, however Council's limited funds for donations will be given to those that are regionally based, of a non-political nature, that do not receive other government funding and will benefit in same, the residents of the Colac Otway Shire.

This policy refers to requests for minor donations from Colac Otway residents and organisations that Council receives and does not inhibit Council budgeting separately for major donations outside the terms of this policy.

2. POLICY

General Donations

In determining whether to grant an application for a donation, Council will refer to the following criteria:

(a) Council will make donations in a manner that maximises the exposure of the donation in the local community. Donations for events outside the immediate region, where Council is one of numerous sponsors will not be considered.

(b) Council will apply funding to requests that have no other avenue of support. Donations under this policy will not be made for purposes that are generally the domain of other tiers of government (eg health, education).

(c) Donations will be made with the view of achieving equity across the Shire. Donations to one group should not be made without consideration being given to other like groups that have not applied for support.

(d) Donations for representation will be considered only if a competitive selection process has been undertaken, with funding in line with the following categories and limits:

- donation to assist an individual representing Victoria or Australia $200

- donation to assist a group representing Victoria or Australia $400

(e) Requests for donations to assist more than one individual representing Victoria or Australia at the same event/carnival will be treated as a group representation.

Delegation

Authority is delegated to the Chief Executive Officer or their delegate to consider allocations under this policy and to exercise any discretion they see fit.

3. IMPLEMENTATION AND REVIEW

That consideration be given during the Budget process as to funding levels.

ADOPTED/AMENDMENT OF POLICY

Reviewed Date	Reason for Amendment
23 August 2006	Adopted by Council
25 November 2009	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Council Support to Neighbourhood Houses**
Council Policy ref. no:	6.4
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

There are currently five official Neighbourhood Houses operating in Colac Otway Shire:

- Colac Neighbourhood House
- Gellibrand Community House
- Forrest and District Neighbourhood House
- Apollo Bay Community House
- Lavers Hill Neighbourhood House

These form the "Colac Otway Network of Community Houses" which comes under the Barwon Network of Neighbourhood Centres Inc.

There is also a Cressy and District Neighbourhood Centre which operates at the Cressy Maternal and Child Health Centre.

2 OBJECTIVES/PURPOSE

The purpose of this policy is to provide details of Council's support to the Neighbourhood Houses within the Colac Otway Shire.

Council recognises and supports the benefits to local communities of Neighbourhood Houses in relation to Council's role in facilitating the development and strengthening of local communities. Council identifies Neighbourhood Houses as a significant contributor to community development.

This policy is underpinned by the community development principles of access, equity, participation, rights, partnership and diversity

3. BACKGROUND

The first Neighbourhood House/Community Centre in Victoria was established in 1973 with the help of State Government funding. Currently there are approximately 350 Neighbourhood Houses and Community Centres throughout Victoria.

Community Centres/Neighbourhood Houses are managed for and by the community itself. Decision making is shared by the community itself. These are the people who best understand their own diverse needs.

Community Centres/Neighbourhood Houses have a special atmosphere. They are welcoming, non-threatening places where anyone can come to meet new friends, contribute to their community, get helpful information and learn new skills.

Although Community Centres/Neighbourhood Houses differ from each other in many ways, they all aim to encourage personal growth, self-help and sharing of knowledge. Community Centres/Neighbourhood Houses work with a range of other local and state organisations in both formal and informal networking and partnership arrangements. Many centres have also become a social force for their local communities by reducing social inequalities and enriching the quality of life for community members.

"The Neighbourhood House Community Development Model

The model of neighbourhood house community development practice an be described in six simple and generic steps. These steps enable houses to have a key role in local area planning to meet the needs of their local communities. They are:

1. ***Involving** the community and encouraging participation and inclusion and valuing diversity and difference at all levels of neighbourhood house operation.*

2. ***Identifying** community needs and aspirations.*

3. ***Determining** appropriate community programs, activities and services in response to those needs, ensuring that diversity and difference are valued.*

4. ***Partnering** with community organisations, businesses, government and philanthropic organisations to secure appropriate funding and support.*

5. ***Delivering** quality programs, activities and services.*

6. ***Evaluating** the effectiveness of all aspects of neighbourhood house operations, including programs, practice and governance."*

Dept of Human Services Program Guidelines

What Services do Neighbourhood Houses/Community Centres Provide?

- Connectivity, people to talk to, sharing of common interests and having fun.
- Information, skills development, affordable and supportive retaining and promotion of self-esteem for long-term unemployed.
- Support, referral and community education on problems such as family violence, grief and grieving, financial management, parenting, etc.
- Development of skills to encourage economic self-sufficiency.

- Adult literacy and numeracy.
- Health education and preventative programs.
- Computer education.
- Activities for children from pre-schoolers to teenagers.
- Activities and information for indigenous and ethnic groups.
- Integration of disabled and disadvantaged into community activities.
- Special activities and programs

4. DEFINITIONS

Community

A group of people living in the same geographic location (locality, township or suburb) and/or a group of people having common interest and needs.

Neighbourhood House

Neighbourhood House organisations are known by a variety of names, including Community Houses, Community Centres, Neighbourhood Centres and Learning Centres. The defining attribute and common thread is that they are all not-for-profit organisations which focus on providing generalist activities, programs and services that respond to diverse community needs.

Neighbourhood Houses provide a place where members of the community are able to access support, information, learning opportunities and participate in social programs or in the operation and management of the House, as volunteers.

5. POLICY

It is Council policy to support Neighbourhood Houses in the following ways:

1. Provision of financial assistance via annual funding to the Neighbourhood Houses located within the Colac Otway Shire where funds are available within annual budgets.
2. Financial support to the Regional Neighbourhood House network provided via an annual funding amount where funds are available within annual budgets.
3. Where possible provision and maintenance of facilities at peppercorn rental according to the lease documentation.
4. Support to the individual committee of management in providing advice and information where requested.
5. Advocacy on behalf of committees and management of the Houses and the Neighbourhood House program.

6. Participation in Colac Otway Network of Community Houses to ensure a co-ordinated approach to addressing community needs.

Council recognises and supports the benefits to the community of Neighbourhood Houses in providing programs, services and venues for community development as well as avenues for informal support and opportunities for resident participation in the planning and delivery for services at a local level.

This policy recognises the ongoing community development role Neighbourhood Houses play at a local level and has been developed to provide guidance in the support of Neighbourhood Houses.

Council will work in partnership with committees of management to develop and resource local communities.

Support to Neighbourhood Houses has a dual benefit that underpins the concept of community building. It provides avenues for Council to communicate with and enhance local communities as well as enhancing the Neighbourhood Houses ability to work with local residents to meet their needs.

6. IMPLEMENTATION AND REVIEW

This policy will be reviewed in line with changing needs of the communities in the Colac Otway Shire and State Government Neighbourhood House Policy on a four year basis.

7. RELATED POLICIES/PROCEDURES/GUIDELINES

Neighbourhood House Co-ordination Program 2012/2013
Program Guidelines and Neighbourhood House Sector Information Guide - Department of Human Services.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
25 January 2012	Adopted by Council

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Equal Opportunity**
Council Policy ref. no:	7.4
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

This Policy articulates Colac Otway Shire's commitment to the elimination of discrimination and harassment and adherence to the principles and practice of equality of opportunity in all aspects of:

- employment
- provision and acquisition of goods and services
- access to education and information
- membership of clubs, boards, committees (internal and external).

It also reinforces Colac Otway Shire's acceptance of its responsibilities under Equal Employment Opportunity (EEO)/anti-discrimination legislation and compliance with the requirements of the *Local Government Act* 1989.

2. SCOPE OF THE POLICY

This policy applies to all Colac Otway Shire employees, prospective employees, contractors and volunteers and members of the community in their interactions with Council. It covers all aspects of employment including, recruitment and selection, promotion, transfer, training and development, conditions of service and other employment benefits and entitlements. It also covers the provision and acquisition of Council goods and services, access to council premises, sporting facilities and disposal of Council assets.

3. DEFINITIONS

EEO: Equal Employment Opportunity means equal access to jobs and benefits and services for all employees, prospective employees and volunteers in the workplace. EEO aims to ensure fair and equitable outcomes in all areas of employment.

Discrimination: Direct discrimination occurs if an employee is treated less favourably than other employees in the same or similar circumstances on the basis of a prohibited ground of discrimination (sex, age, race, etc).

Indirect discrimination occurs where there is a requirement or policy that is the same for all that, on initial examination, appears neutral. However, it has a disproportionate impact on certain groups (such as people of a certain sex or age) and the requirement or policy is not reasonable in the circumstances.

Positive Duty refers to a requirement to take reasonable and proportionate measures to eliminate discrimination, sexual harassment and victimization as far as possible.

4. POLICY

Colac Otway Shire is committed to promoting equality of opportunity and accepts its positive duty to eliminate discrimination in its employment policies and practices.

We commit to this Equal Employment Opportunity (EEO) policy which covers, recruitment, promotion, transfer, training and development, conditions of service and other employment benefits/entitlements. Our policy also covers our Volunteers and Contractors.

EEO reinforces the merit principle in employment. Our employees (or prospective employees) will not be denied opportunity or treated differently at work because of irrelevant factors such as gender, age, carer status, family responsibilities, parental status, disability, gender identity, lawful sexual activity, sexual orientation, industrial activity, marital status, physical features, political belief or activity, pregnancy, breastfeeding, religious belief or activity.

At Colac Otway Shire our employees and volunteers are treated with respect and valued on the basis of their skills, talents and expertise in relation to their employment.

Colac Otway Shire recognises that EEO is a legislative requirement. However, we are committed to EEO principles as they contribute to a positive work culture and provide significant benefits to our organisation.

Colac Otway Shire's commitment to equality of opportunity extends to the provision and acquisition of Council goods and services, access to council premises, sporting facilities and disposal of Council assets.

5. COMPLAINT PROCESS

A complaint of discrimination or harassment may be made writing or in person to the Manager, Organisation Support and Development (including a complaint involving the Chief Executive Officer). Complaints will be treated as confidential, and dealt with in a timely manner. The complaint resolution process is based on the principles of natural justice and victimisation of any person involved in a complaint will not be tolerated.

6. TRAINING/ COMMUNICATION REQUIREMENTS

- Policy to be posted on intranet and TRIM
- General Managers to be informed by Organisational Support and Development
- General Managers to ensure communication within individual departments
- Human Resources Induction will inform new staff of the policy

7. RELATED LEGISLATION

State

- *Victorian Equal Opportunity Act* 2010.
- *Racial and Religious Tolerance Act* 2001
- *Charter of Human Rights and Responsibilities Act* 2006
- *Local Government Act* 1989
- *Victorian Occupational Health and Safety Act* 2004

Federal

- *Australian Human Rights Commission Act* 1986
- *Age Discrimination Act* 2004
- *Disability Discrimination Act* 1992
- *Racial Discrimination Act* 1975
- *Sex Discrimination Act* 1984
- *The Workplace Gender Equality Act* 2012
- *Privacy Act* 1988
- *Fair Work Act* 2009.

8. RELATED POLICIES/PROCEDURES/GUIDELINES

- Colac Otway Shire Enterprise Agreement.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
24 May 2006	Adopted by Council

Colac Otway SHIRE

Equal Employment Opportunity Policy

Commitment to equality of opportunity in employment

Colac Otway Shire is committed to promoting equality of opportunity and eliminating discrimination in its employment policies and practices.

We commit to this Equal Employment Opportunity (EEO) policy which covers, recruitment, promotion, transfer, training and development, conditions of service and other employment benefits/entitlements. Our policy also applies to our volunteers.

EEO reinforces the merit principle in employment. Our employees (or prospective employees) will not be denied opportunity or treated differently at work because of irrelevant factors such as gender, age, carer status, family responsibilities, parental status, disability, gender identity, lawful sexual activity, sexual orientation, industrial activity, marital status, physical features, political belief or activity, pregnancy, breastfeeding, religious belief or activity.

At Colac Otway Shire our employees and volunteers are treated with respect and valued on the basis of their skills, talents and expertise in relation to their employment.

Colac Otway Shire recognises that EEO is a legislative requirement. However, we are committed to EEO principles as they contribute to a positive work culture and provide significant benefits to our organisation.

Rob Small
Chief Executive Officer

Date Adopted:

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Off Loading of Livestock at the Colac Livestock Selling Centre**
Council Policy ref. no:	9.1
Responsible Department:	Infrastructure and Services
Date of adoption/review:	

1. INTRODUCTION

This Policy proposes that charges be levied for those using the Colac Livestock Selling Centre facilities on a cost recovery basis. It also provides conditions related to the following:

- areas livestock should be placed;
- a time frame for their removal;
- the responsibilities of the users and Superintendent; and
- conditions of use.

Fees are charged for the use of the yards outside of normal sale days and conditions are applicable for the use of the Centre's yards and pens. This policy has regard for the content of Local Law No. 5 - Colac Livestock Selling Centre.

2. POLICY

It is Council policy that a charge for the usage of the Colac Livestock Selling Centre, outside of normal selling day arrangements be levied for the following services:

(i) off-loading of livestock
(ii) loading of livestock
(iii) housing of livestock

2.1 Fee for Use of Yards Outside of Normal Sale Days

There are a number of instances when livestock are off loaded at the Colac Livestock Selling Centre outside of normal sale days ie Thursday (cattle, calves, sheep and lambs) eg. livestock are unloaded at the Selling Centre to be picked up by another form of transport, often because the Selling Centre facilities are more accessible to larger transports or the Selling Centre is used for the collection of livestock to be loaded onto larger transport. A fee is levied for this use of the selling centre facilities and service to accommodate costs involved in cleaning and maintaining the yards.

The fees for these services differ depending on the type of livestock being off-loaded at the selling centre and the type and number of yards being used.

Fees for services are set as part of the annual budget process.

The charges levied shall cover all cleaning and maintenance costs related to the usage of the yards and can be charged from time to time as required to cover costs incurred. These charges will be at the discretion of the Superintendent.

Conditions of use of the yards have been established by Council and must be complied with by all users.

The fees may be altered as part of Council's annual budget process.

2.2 Conditions for Use of the Colac Livestock Selling Centre Yards/Pens

Off-Loader's Responsibility

The person off-loading the livestock must inform the Superintendent prior to leaving the livestock at the Colac Livestock Selling Centre.

If this is not possible the transport operator off-loading livestock MUST leave a note in the information box outlining his name and address, which pen and number of livestock in the pen and the name of the transport operator picking livestock up and approximate time of pick up.

Superintendent Responsibility

Livestock off loaded at the Selling Centre will be delegated pens or yards by the Superintendent. If the Superintendent is not available at the time of off loading, instructions as to where to leave the livestock will be displayed on a notice board at the offices and on the unloading ramp.

Timeframe

The transport operator off loading the livestock is responsible for making arrangements for feeding the livestock if stock remain at the Centre more than 24 hours before pick up. If this is not arranged the Superintendent will arrange for feeding of livestock at transporter's costs.

If animals are left longer than 24 hours without notifying Superintendent or without feed the animals will be impounded.

Liability

The Superintendent is at no time responsible for the well being of the livestock. The transporter must be aware that livestock is left at the Selling Centre at their own risk.

Invoicing Fees

Users of the Colac Livestock Selling Centre will be charged weekly or by arrangement with the Superintendent.

Penalties

Additional fees will be incurred if conditions are not followed. These fees will be consistent with Colac Otway Shire Colac Livestock Selling Centre Local Law No 5: clause 48.

3. IMPLEMENTATION AND REVIEW

This policy will be implemented by all Colac Livestock Selling Centre staff and will be subject to periodic review.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
11 December 1996	Adopted by Council
24 May 2006	Review
25 August 2010	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Maternal and Child Health Services**
Council Policy ref. no:	10.1
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

Policy Statement

The Colac Otway Maternal & Child Health Service is a universal service available for all families with children from birth to school age through a schedule of consultations at key ages and stages, and other activities including parent groups. Additional support is also available through the Enhanced MCH Service, which responds to vulnerable children and families. Both the Universal MCH Service and the Enhanced MCH Service are supported by the 24-hour MCH Line.

2. POLICY PRINCIPLES

The principles of the Maternal and Child Health Service are:

- Provide a free, equitable, flexible and accessible service to users.
- Be based on the principles of the Business Excellence Framework.
- Employ registered maternal and child health nurses.
- Be accessible through a number of strategically located service provision Centres.
- Network with allied support services.
- Respect the rights of service users including their rights to confidentiality.
- Recognise and respond to the diversity of communities.
- Be receptive and responsive to changing community and individual needs.
- Promote safe and friendly approaches to service provision.
- Provide for the special needs of clients.
- Research, monitor and evaluate our local early years developmental issues/data to better understand and provide for local needs.

3. OBJECTIVES

- Provide a schedule of contacts and activities for all families, with an emphasis on health promotion, early detection, and intervention where necessary.
- Help to identify children and families who require further assessment, intervention, referral and/or support.
- Bring families together, foster social networks, support playgroups and strengthen local community connections.

- Link in other services and supports, such as family support services, First Time Parents Groups and immunisation programs.
- Work in partnership with childhood development and learning educators; family support service providers, referral agencies and allied early years health professionals.

4. SERVICE DELIVERY

The majority of sessions are by **appointment.** These are arranged for critical stages of the infant or child's development. They provide the opportunity for longer consultations and privacy for mothers/families.

There are also a limited number of **open sessions** which allow for contact with families with specific needs between Key Ages and Stages visits and for others that may have difficulty in attending scheduled consultations

A new baby is considered **enrolled** in the MCH service once the MCH nurse has made contact with the family. **Home visits** are provided for parents of newborn babies. The initial home visit is to be completed before the child is 2 weeks of age.

Home visits will be conducted at other times when there is a special need for the mother or infant.

An **Enhanced Maternal and Child Health Service** is provided which assertively responds to children and families at risk of poor outcomes, particularly children for whom there are multiple risk factors or indications of a significant level of risk. This Service is provided in addition to the suite of services offered through the universal Maternal and Child Health Service, by providing a more intensive level of support, including short-term case management in some circumstances. This may be provided in a variety of settings such as the family's home, the maternal and child health centre or other location within in the community.

For Occupational Health and Safety requirements **home visits** will not be conducted outside standard home visiting arrangements without approved procedures from Council's Occupational Health & Safety Committee.

In the instance of an Extreme and Code Red (catastrophic) fire day, Maternal and Child Health Services will operate from Colac. The service will not visit clients in high risk areas unless there is an emergency.

A Maternal and Child Health telephone line is available 24 hours a day to provide support when the local Maternal and Child Health nurse is unavailable. The telephone number is 132229. Critical **after hour's** support can be obtained from the local hospital and doctor service.

5. SERVICE LOCATION

There are 9 service centres provided strategically throughout the shire. These are provided in both purpose built facilities as well as in partnership with other allied health service providers.

The Centres are located in the following townships.

Apollo Bay
Beeac
Birregurra
Carlisle River
Colac
Cororooke
Forrest
Lavers Hill
Swan Marsh

6. NETWORKING WITH OTHER AGENCIES

The Maternal and Child Health Service will work in a collaborative manner with other agencies to ensure that the best and most appropriate support services and structures available are provided when needed. The Maternal and Child Health Nurses are core service providers. Their role is pivotal for ensuring and monitoring all referrals.

There are a number of services and groups that Council's Maternal and Child Health Service networks with. These include:

- **Child First Program** (Colac Area Health) - to reduce the number of children that are notified or re-notified to Child Protection.
- **Colac KEYS[1] and Southern Otways KEYS Networks** - meets to provide increased interaction between local services, shared learning, support, professional development and to develop and implement agreed actions for the group and Early Years community.
- **Post Natal Depression** (Raphael Centre, and Perinatal Emotional Health Nurses) – to work with professionals and community members to support the needs of women through group courses and by other support mechanisms.
- **Perinatal Support -** to provide/facilitate with Colac Area Health an Ante Natal Program for young, pregnant, vulnerable women which to assist with their transition to Parenthood, by enhancing parenting skills and encouraging access to community services.
- **Colac Area Health & Otway Health –** to facilitate an early transition to Maternal & Child Health Services.

8. SERVICE STANDARDS

Principles and objectives of the Maternal and Child Health Service will be achieved and maintained through Business Excellence, our Health & Community Services Business Plan, Service Improvements Plans (as required by the Department Education and Early Childhood Development); the Victorian Maternal and Child Health Guidelines; our Maternal & Child Health Policies/Procedures and Processes and individual Performance Management processes.

[1] KEYS – Kids Early Years Services

9. FUNDING

The Universal Maternal and Child Health Program and Enhanced Maternal and Child Health Service are funded by the Department of Education and Early Childhood Development. And is supported by a Council contribution to these state-wide initiatives and other early years opportunities such as networking, partnerships and strengthening local community connections of parents.

10. IMPLEMENTATION AND REVIEW

This policy will be implemented by all Maternal and Child Health Services staff and will be subject to a review every three years or earlier, if required.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
24 May 2006	Adopted by Council
25 November 2009	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Rates Assistance to Community Groups**
Council Policy ref. no:	11.1
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1 INTRODUCTION

This policy relates to the granting of rates assistance to community groups in accordance with the provisions of sections 169 and 171 of the *Local Government Act* 1989.

The aim of the policy is to establish criteria for determining eligibility of groups to receive Council assistance for payment of rates and charges.

Only groups that:

- can demonstrate payment of rates and charges would cause financial hardship
- have a significant local membership base
- they provide a benefit to the local community
- are actively trying to generate sufficient income to survive, or
- provide exceptional benefit to the local community

will be eligible to receive assistance.

2 POLICY

2.1 Principles

The following principles should be considered when assessing an application for rates assistance:

(a) the organisation should be incorporated and a registered charity for taxation purposes.

(b) organisations that have a capacity to pay rates and charges (ie: they generate enough income to allow them to pay rates and charges and not be adversely affected) should not receive assistance from Council.

(c) the applicant must be responsible for payment of rates and charges.

(d) the existence of the organisation must provide a "significant" benefit to a "sizeable" proportion of the community.

(e) the organisation must demonstrate that it is viable and will continue to provide benefit to the community.

(f) groups applying for assistance must be able to demonstrate that payment of rates or charges would (or be likely) to cause financial hardship.

(g) the group must not be receiving assistance under the Cultural and Recreational Lands Act or any other assistance from Council.

(h) the group should not receive more than 30% of their income from other levels of government or other agencies.

(i) the group should have "significant" local (ie: within Shire) membership.

(j) the group should not be simply a branch of a larger statewide/national organisation.

(k) the group should have a limited capacity to pay rates and charges (eg: rates /charges payable are greater than 20% gross income) despite actively seeking to raise sufficient income.

(l) the group must be able to demonstrate that it provides "significant" benefit to the Shire, local community or a particular group that would otherwise be disadvantaged if the organisation did not exist.

(m) the group should have been in existence for a reasonable period of time and be able to demonstrate they are likely to continue their existence in the future. (eg: whether by succession plans, junior development programs etc).

2.2 Implementation

Applicants will be able to apply for assistance at any stage throughout the year.

The application will be assessed against the criteria and a recommendation made to Council.

Applicants will be required to submit a formal application and provide the following supporting information:

- audited statement of accounts from the last two financial years
- membership statement
- business plan/statement

All applications will be assessed on their merits as it is acknowledged that applicants may not meet all of the above principles/criteria. Therefore a flexible approach will be taken in regard to provision of the above information.

For instance, if an organisation does not have a formal Business Plan, they would not be required to prepare one in order to obtain assistance. They will however be requested to provide the type of information that would be included in a Business Plan document.

Similarly, if an applicant does not meet the above principles/criteria but can provide overwhelming evidence why it should receive assistance, it may also be considered .

2.3 Level of Assistance to Be Provided

50% of Rate and Municipal Charge (unless directed otherwise by Council).

All organisations that receive the Waste Management Service are required to pay the Waste Management charge as it is a user pays charge.

2.4 Fire Services Property Levy

The *Fire Services Property Levy Act* 2012 does not permit the levy to be deferred in respect of commercial, industrial, primary production, public benefit and vacant non-rateable leviable land.

2.5 The amount of rates and charges waived under this policy is to be reported to Council on an annual basis.

3. REVIEW

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

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
24 May 2006	Adopted by Council
25 November 2011	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Assistance to Rates Debtors in Hardship**
Council Policy ref. no:	11.4
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

This policy relates to the granting of assistance to outstanding rates debtors in accordance with the provisions of section 171 of the *Local Government Act* 1989.

The aim of the policy is to:

(i) establish principles to apply when an application for assistance is received,
(ii) identify the type of assistance that may be granted; and
(iii) establish a procedure for assessment of applications received.

The policy is aimed to assist property owners that are experiencing medium to long term financial difficulty, including the loss of financial means directly due to a natural disaster where exceptional circumstances have been declared.

The policy also seeks to provide assistance to long term rates debtors that find their rates debt is totally unmanageable with little or no chance of being paid.

The aim of this policy is to assist the debtor to implement an achievable repayment strategy by limiting the ultimate amount to be paid. It is expected that if Council is prepared to limit the amount to be repaid, the debtor will reciprocate by making a concerted effort to at least repay the principal outstanding.

2. OBJECTIVES

2.1 Current Debt Recovery Process

All rates (excluding instalment payers and payment arrangements) are due to be paid in full by 15 February each year.

A Final Notice is sent in mid March to all rates debtors (excluding instalment payers and payment arrangements) with an outstanding rates balance.

Accounts with a balance of greater than $150 remaining unpaid or for which no payment arrangement has been made, as at the end of March are then referred to Council's debt collection agency for initiation of legal action. This results in a letter of demand being sent to the debtor.

Where the balance still remains unpaid or no payment arrangement is made, the matter is lodged at the Magistrates Court and a Summons is served upon the debtor.

2.2 Charging of Interest

Interest is charged on all outstanding balances in accordance with the provisions of section 172 of the *Local Government Act* 1989. Interest raised in the current year is added to any other "arrears" at the end of the financial year and become "arrears" in the next financial year.

2.3 Sale of Property for Debt Recovery

Under the provisions of section 181 of the *Local Government Act* 1989, Council may sell a property for the recovery of unpaid rates and charges.

Sale of a property for debt recovery purposes will only be undertaken as a last resort where all other means of recovering outstanding rates have failed or where all attempts to locate the owner of the property have been unsuccessful.

3. POLICY

3.1 Criteria and Guidelines

Applications for financial assistance from eligible rates debtors will be considered by Council officers under delegation.

The following criteria and guidelines should be considered when assessing an application for rates assistance:

(a) the rates payable must relate to the applicants primary place of residence.

(b) applications for rates assistance for residential investment, commercial or industrial properties will NOT be granted.

(c) applications for rates assistance for Farms or commercial properties that are also used for residential purposes will NOT be granted, unless the residential part of the property is separately assessed for rates. In such cases, the relationship of the applicant to the adjoining business activity and gross income generated by that activity will be taken into consideration.

(d) the amount outstanding must be more than the current years rates and charges.

(e) the debtor must be experiencing demonstrated financial hardship.

(f) the debtor must be able to demonstrate the requirement to pay the full amount outstanding would exacerbate existing financial hardship.

(g) the debtor must show they are prepared to contribute towards the longer term payment of outstanding principal. To this end, a "Debt Finalisation Date" must be nominated by the debtor.

(h) the debtor must demonstrate they are able to honour payment arrangements they have made.

(i) Council expects that the debtor is making legitimate attempts to ensure money is available to make rates and charges payments.

(j) Council accepts that primary residence mortgage payments, utility services, property and health insurance and car loan and registration payments are essential and take precedence over rates and charges payments. That being so, this does not exclude the rates and charges debt from being paid and does not mean penalty interest will not be charged.

(k) Council requires the debtor to advise Council if they decide to sell the property before the Debt Finalisation Date. Interest on the outstanding balance may then be applied if it is deemed appropriate.

(l) Council requires the debtor to provide a Statutory Declaration of all income and expenses, assets and liabilities and potential sources of income. This includes details of shares portfolios, business partnerships, joint ventures etc. Copies of documentary evidence (eg: Tax returns etc) may be required to be presented at Council's discretion.

(m) Council may arrange for the information provided in (i) above to be assessed by independent professionals if considered necessary.

(n) Council may require the debtor to meet with professionals involved in the assessment of the application.

All information received by Council or professionals engaged in the assessment process will be treated as strictly confidential.

3.2 Fire Service Property Levy

Section 27 of the *Fire Services Property Levy Act* 2012 permits the levy to be deferred in the same way that rates are deferred under the *Local Government Act* 1989. A deferral of the levy (and levy interest) is permitted for levy purposes only if a deferral is granted to the same land for rates and charges purposes.

4. IMPLEMENTATION & REVIEW

(i) Applicants are able to apply for assistance at any stage throughout the year. All applications are to be received by the Revenue Co-ordinator (RC).

(ii) The application will be assessed against the above criteria by the RC. All applications will be assessed on their merits as it is acknowledged that applicants may not meet all of the above principles/criteria. Therefore, a flexible approach will be taken in regard to provision of the above information.

(iii) If necessary, the application will be referred to Colac Area Health's Financial Counselling Service or a similar service, for independent assessment. This referral may be at the instigation of the RC or the applicant. Colac Area Health or a similar service will then make a recommendation to the RC.

(iv) A report and final recommendation will be presented to the General Manager, Corporate and Community Services (GMCCS). The report must include details of the appraisal of the application by either the RC or the independent assessor.

(v) The GMCCS will consider a recommendation on the application and if deemed necessary, refer the matter to an In Committee Council meeting. In doing so, the principles of the Information Privacy Act 2000 will be observed.

Level of Assistance to Be Provided

Interest raised or a portion thereof may be waived and no further interest raised until the debt finalisation date.

Rates, Municipal Charge and Waste Management Charge and any other charges raised will be required to be paid.

Review

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

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
28 March 2007	Adopted by Council
25 November 2009	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Residential Properties deemed to be Not Rateable as used for Charitable Purposes**
Council Policy ref. no:	11.5
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. PURPOSE

The purpose of this policy is to establish guidelines for the assessment of the rateability of properties that are used to provide residential accommodation for members of the community, where these properties are owned by charitable or community organisations.

2. SCOPE OFTHE POLICY

The policy applies to properties owned and/or operated by organisations that are registered with the Australian Tax Office as "charitable organisations" or are "not for profit" organisations.

The organisation must directly use the property for the provision of residential accommodation.

A fee or rental for residential accommodation may be charged but all income derived must be used to defray the costs of providing the accommodation and /or ancillary services provided by the organisation.

3. LEGISLATIVE FRAMEWORK

Section 154 (2)(C) of the *Local Government Act* 1989 states that any part of land if that land is used exclusively for charitable purposes is to be "not rateable" land.

Legal opinion is that the provision of residential accommodation by a charitable organisation could, in itself, be a charitable purpose, provided the resident does not have *exclusive occupancy* of the dwelling.

Exclusive occupancy is denoted by the resident enjoying a high level of autonomy from the accommodation provider. As such, a property used to provide residential accommodation to a resident would be rateable if the resident was deemed to be in *exclusive occupation* of the unit.

4. POLICY

Properties used to provide residential accommodation for a fee or rental will be deemed not rateable provided the resident does not enjoy *exclusive occupancy* of the dwelling.

Whether or not the resident enjoys exclusive occupancy of the dwelling will be assessed using the attached criteria (Attachment 1).

The subject property must be used directly for the provision of residential accommodation and must be owned or operated by an organisation that is:

- registered with the Australian Tax Office as "charitable organisation"
- is a "not for profit" organisation
- is an organisation that exists for the purpose providing accommodation and other residential care services to clients.

5. IMPLEMENTATION

Properties considered likely to be eligible to be deemed not rateable under this policy will be assessed against the attached criteria to ascertain whether residents have exclusive occupation of the dwelling/s.

Property owners may also apply for consideration of the rateable status of their property. These properties will also be assessed against the attached criteria.

The policy will be implemented by the Revenue Co-ordinator. Decisions made by that officer will be overseen by the General Manager, Corporate and Community Services.

6. REVIEW

This policy is to be the subject of a periodic review.

7. CRITERIA FOR ASSESSING "EXCLUSIVE OCCUPANCY"

A list of criteria to be used in assessing whether or not a resident has exclusive occupancy of a dwelling is attached. The list of criteria is not an exhaustive list and other relevant criteria should be considered as they become apparent.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
28 March 2007	Adopted by Council
25 November 2009	Review

Attachment 1

Assessment of Exclusive Occupation

Property Address:

	Aspect of Tenancy	Applicant's Response	In Exclusive Occupation
1	Are residents responsible for "day to day' management of unit?		Yes
2	Do residents pay for services used (eg; utilities)?		Yes
3	Do residents regard units are their private home?		Yes
4	Are units completely self contained?		Yes
5	Does each unit have an entrance/exit separate from other units?		Yes
6	Are residents free to invite visitors to stay in the unit?		Yes
7	Does the accommodation provider retain right of entry at their discretion?		No
8	Does accommodation provider retain a key to units?		No
9	Are residents free to furnish flats as they wish?		Yes
10	Are residents free to paint walls or make internal structural changes to unit etc		Yes
11	Do residents select which unit they want to live in?		Yes
12	Is permission required for certain activities (eg: keeping pets)		No
13	Is resident required to notify accommodation provider of intended absences?		No
14	Are standards for cleanliness of units prescribed by accommodation provider?		No
15	Is building insurance provided by accommodation provider?		No
16	Is a "Superintendent" available for repairs, assistance etc		No
17	Is the tenancy covered by a standard (REIV) tenancy agreement?		Yes
18	Is resident able to be moved to other accommodation by accommodation provider?		No
19	Is tenancy part of a staged aged care program offered by the accommodation provider?		No
20	Are other institutional services provided by the accommodation provider?		No

OUTCOME:
From 20 listed criteria that denote a resident has "exclusive occupation", these units match xxx of the criteria.

As this represents xxxx% of the listed criteria, it is considered residents in these units do /do NOT enjoy exclusive occupancy.

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Skate Park Events and Hire**
Council Policy ref. no:	12.2
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. IINTRODUCTION

The Colac Otway Shire receives requests for the use of the Skate Park facilities within the Shire for competitions and events.

The Colac Otway Shire has developed this policy in recognition of the need to ensure a balance between community access to a public recreation facility and the demands for skate competitions and events.

This policy aims to ensure an appropriate balance is maintained between community access to a public recreation facility and the demands for skate competitions and events.

2. SCOPE OF POLICY

This policy specifically relates to the Skate Park, facilities within the Shire namely:

- Colac
- Birregurra
- Apollo Bay
- Forrest

The Apollo Bay Old Jetty Skatepark to be managed in partnership between the Otway Coast Committee and the Colac Otway Shire.

Approval for such events/activities will need to be gained from both organisations.

3. USE OF SKATE PARKS FOR EVENTS / COMPETITIONS

- A maximum of 6 days per calendar year, per site will be taken up by events/competitions. The Colac Otway Shire reserves the right to approve additional events/competitions should outstanding applications be received. A balance between public use and events/competitions will be considered in such deliberations.
- Requests for the staging of an event/competition at a skate park will only be considered if submitted on the official application form.
- All events/competitions must comply with the "conditions of use" attached.
- All competitors or people conducting demonstrations should be strongly encouraged to wear appropriate protective gear, including helmets, knee and elbow pads.

4. HIRING FEES

As part of Council's budget processes, hiring fees are set on an annual basis.

A bond is to be lodged with the Colac Otway Shire 14 days prior to any event, to pay for any damage or clean up required as a result of the event/competition.

The Colac Otway Shire reserves the right to support certain events by waivering the facility hire fee.

5. ASSESSMENT CRITERIA

The following criteria will be used to assess the appropriateness of proposed events/competitions to be conducted at a Colac Otway Shire skate park:

- The level of community access to the event/competition.
- The level of community benefit from the event/competition.
- The demonstrated ability of the applicant to conduct successful, well organised events/competitions.
- Demonstrated community support for the event/competition.
- Level of proposed organisation and detail of event logistics ie: traffic control, crowd control and rubbish.
- Quality of the competition, or level of skills of the skaters conducting the demonstrations.
- The appropriateness of sponsors for the target group and for a Council facility.
- Quality of the application including the provision of all the information requested.

Applications will not be considered unless the applicant possesses public liability insurance to the value of $10 million and comply with the attached conditions.

The decision of the relevant Colac Otway Shire staff will be final.

6. METHOD OF APPLICATION

Applications will be accepted on a year round basis.

Applicants are encouraged to lodge their application at least 2 months in advance of the event, to facilitate better decision making processes.

Applicants may require a Place of Public Entertainment (POPE) permit. Applicants will need to discuss this requirement with Council's Building Surveyor.

Applicants will be advised in writing as to the Shire's decision in relation to their application.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
24 April 2002	Adopted by Council
24 May 2006	Review
25 August 2010	Review

SKATE PARK EVENT APPLICATION FORM

1. NAME OF ORGANISATION

_____

2. CONTACT PERSON

_____

3. ADDRESS

_____Postcode_____

4. CONTACT NUMBERS

(Daytime) _____

(After Hours) _____

(Mobile) _____

(Facsimile) _____

5. EVENT DETAILS:

5.1 NAME OF EVENT

_____

5.2 TYPE OF EVENT
(please give a description)

_____

_____

_____

5.3 PROPOSED EVENT DATE

_____

Alternative Date(s)

_____

5.4 EVENT TIMES

Total Site Occupation *(including setup & packup)*

Day _____

Start _____

Finish _____

Event Time

Day _____

Start _____

Finish _____

5.5 VENUE *eg. Colac Skate Park,*

5.6 ADMISSION FEES

Will admission fees be charged to:

Competitors ☐ Yes ☐ No

*Fee: $*_____

Spectators ☐ Yes ☐ No

*Fee: $*_____

6. TRAFFIC & PARKING MANAGEMENT PLAN

Please attach a detailed traffic and parking management plan including equipment to be used.

7. SITE DETAILS

Marquees ☐ Yes ☐ No
Size _____ *Quantity* _____

Stages ☐ Yes ☐ No
Size _____ *Quantity* _____

Portable toilets ☐ Yes ☐ No No. of units ____

Musical Entertainment ☐ Yes ☐ No

Details: _____

Amusements rides ☐ Yes ☐ No

Number of Rides _____ Size of Rides _____

Details _____

Amplification equipment ☐ Yes ☐ No
Lighting equipment ☐ Yes ☐ No
Caterers ☐ Yes ☐ No
Generators ☐ Yes ☐ No

Details: _____

Emergency Vehicles ☐ Yes ☐ No
Any other structures ☐ Yes ☐ No

Details _____

Has security been arranged? ☐ Yes ☐ No

Details: _____

Please provide a detailed site plan.

8. OTHER INFORMATION

8.1 *Proposed Signage* ☐ Yes ☐ No

Type (banners, A.Frames etc) _____

Size (if applicable) _____

Quantity _____

Location _____

8.2 Other relevant activities? (i.e. fireworks, acrobatics, balloons etc)

Details _____

_____

_____

_____

_____

8.3 Declaration of Sponsorship Arrangements

Please list all sponsors for the proposed event/competition

_____

_____

_____

_____

9. APPROXIMATELY HOW MANY PEOPLE WILL BE AT THE EVENT?

Competitors _____

Spectators _____

Event Organisers _____

Other _____

10. WASTE MINIMISATION/REMOVAL & RECYCLING DETAILS

All waste removal is the responsibility of the event organiser. Also outline any recycling details re: cans, glass, bottles etc. Please provide details of arrangements for cleaning the site after the event.

_____

_____

_____

_____

_____

_____

11. ACCESS FOR CLUBS

Please provide details as to how local clubs will be able to gain access to the facilities during the conduct of your event

_____

_____

_____

12. HOW WILL YOU PROVIDE FOR PUBLIC ACCESS

_____

_____

_____

13. NOISE LEVELS

Please outline how you plan to minimise noise levels so as not to adversely effect surrounding residences

_____

_____

14. PUBLIC LIABILITY INSURANCE? YES ☐ NO ☐

Please provide a copy of certificate of currency.

15. WHAT EXPERIENCE DO YOU HAVE IN STAGING SIMILAR EVENTS?

_____

_____

_____

16. REFEREES

Please provide the names & telephone numbers of two referees who can vouch for the standard and overall quality of the events which you have conducted.

1. _____

2. _____

17. EVENT RECOMMENDATION STATEMENT

Please provide a statement as to why Council should allow your organisation to conduct an event at the skatepark.

_____

_____

_____

18. PUBLICITY APPROVAL

Are you willing for your telephone number to be published alongside your event listing in council's community newspaper or similar publication?

YES ☐ NO ☐

19. MOBILE PHONE EVENT DAY CONTACT

Please provide a mobile phone number(s) that will be in use on the day of your event.

_____

Please note that following assessment of this application, applicants will be advised in writing of the outcome.

DECLARATION:
The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

CONDITIONS OF HIRE
OF COUNCIL CONTROLLED SKATE FACILITIES

DEFINITIONS

"Council"	- means the Colac Otway Shire
"Skate Facility"	- means any Council owned, controlled or operated skate facility or skate park.
"Fee"	- means the fee or charge made by Council from time to time for the granting of a permit to use a skate facility.
"Hirer"	- for the purposes of this permit, shall mean the club, school, institution, society, organisation or other body or individual to whom permission to use the facility set out in the permit has been granted by the Council.

CONDITIONS

1. The Hirer agrees to hire from the Council the premises on the date and times specified and on the conditions set out in this document.

2. The Hirer:

a) must book the skate facility by completing the relevant application form and returning with a copy of the certificate of currency for public liability insurance at least 14 days prior to the nominated event and pay to the Council all fees or bonds on or before the dates set out;

b) must comply with all Local Laws, the Liquor Control Act, the Health Act, Public Buildings Regulations or any regulations for the care, protection and management of the facility hired;

c) must not attach anything to the premises which will mark or damage the premises, and not cause or permit any damage or excessive wear and tear to the premises. Any such damage or excessive wear and tear which has occurred during the period of the hire which has not been repaired to the Council's satisfaction by the hirer will be repaired by the Council and the full costs incurred charged to the Hirer;

d) must advise Council of the type of activity to be conducted, expected crowd numbers and any other special conditions applying;

e) is responsible for cleaning the grounds, spectator areas, car parks and all other areas occupied by the Hirer and spectators immediately following use of the facility. Should these facilities not be cleaned to Council's satisfaction, the hirer shall be charged the full costs of any cleaning required;

f) in the case of damage or loss, the bookings officer must be informed as soon as possible but not later than midday on the next normal working day following the event;

g) must abide by the lawful directions of the officer in charge of the reserve who has been appointed with power and authority to administer the local laws and regulations pertaining to such facility;

h) must ensure that the event/competition is drug and alcohol free and that the event reflects positively on the Colac Otway Shire;

i) must ensure that offensive language or music containing course language is not broadcast during the hire period.

j) must be at the premises at all times during the hire period;

k) must ensure that all people coming within the premises during the term of the hire conduct themselves in an orderly manner and comply with the conditions of hire;

l) must provide a proper number of competent attendants and supervisors to ensure the efficient supervision and safety of people within the reserve and associated facilities, as well as the preservation of order during the hire period;

m) is responsible to inspect the facilities for safety prior to use and not proceed if deemed unsafe for use.

3. The **Council** may:

a) decide whether the competition or demonstration shall take place in the event of unfavourable weather;

b) upon revocation of this permit, retain all fees paid;

c) enter the facility at any time during the hire period for any purposes;

d) terminate the licence at any time by notice in writing to the Hirer;

e) impose any additional conditions for the use of the premises or conduct;

4. INSURANCE

Hirers must have their own public liability insurance policy for a sum insured of not less than $10 million in joint names of the user/hire/lessee and Council. The policy is to be maintained as current during the period of hire. The policy must indemnify the hirer and the Council from liability arising out of the hirer's use of the reserve. A certificate of currency of the policy stating the level of cover, period of cover and any exclusion clauses must be provided to Council as a part of the application to hire the skate facility.

5. INDEMNITY

The Hirer agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it by any of them arising out of or in any way related to the granting of this licence and/or the use of the skate facility.

Council is not responsible for any theft, loss, damage or injury suffered by the hirer or any guest or invitee of the hirer, or any person coming on the premises during the period of hire, and the hirer indemnifies the Council in respect of all claims for loss, damage or injury caused to any person or property during the period of hire, or as a result of the use by the hirer of the premises.

6. GENERAL

a) Applications for hiring of Council properties will not be considered where any rental or charge remains unpaid from a previous hiring or the conditions of occupancy have not been adhered to.

b) Other than for inclement weather, seven days notice shall be given to the bookings officer in the case of cancellation. Cancellations may be negotiated with the Council.

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Playground Maintenance and Improvement**
Council Policy ref. no:	12.3
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. PURPOSE

The purpose of this Policy is to provide clear direction and process to address the maintenance and improvement works to Council's playgrounds and skate parks.

2. INTRODUCTION

The objectives of this Policy are to:

- To develop a consistent approach to the maintenance of Council's playgrounds and skate parks to ensure Australian standard compliance and consistency with Play Australia guidelines.
- To develop a maintenance plan in response to the independent bi-annual audits undertaken for all of Council's playgrounds.
- To develop a plan that is achievable within Council's allocated annual playground and skate park maintenance budget.

3. SCOPE OF THE POLICY

- This Policy applies to Council's playgrounds as defined in Attachment 1.and skate parks at Apollo Bay, Colac, Birregurra and Forrest.
- This policy is to be implemented specifically by Council's Recreation Officer and the Team Leader for Parks and Gardens.

4. DEFINITIONS

Playgrounds: Refers to the playgrounds and skateparks currently owned, maintained and managed by Council and playgrounds managed through formal agreements (such as coastal committee of management)

Asset Owner	Council
Strategic Manager	Council in consultation with the community
Maintenance/Service Provider	Private providers and Cosworks.
Play Australia	Coastal communities and management

5. TRAINING REQUIRMENTS

Policy and Procedure to be posted on Council's Intranet, Internet and Library.

Council management to take appropriate measures to ensure procedures and practices are consistent with current guidelines and compliance specifications as advised by PRAV and through the independent audits. The responsible officers are the Recreation Officer and the Team Leader for Parks and Gardens.

6. POLICY

(a) The Colac Otway Shire is committed to the playground upgrade and maintenance program as this is consistent with Council's objective to provide and maintain infrastructure and assets that meet community needs now and into the future.

The intent of this policy is to ensure that there is a strategic approach to the upgrade and maintenance of Council's playgrounds which results from the independent audits and subsequent works schedules as developed by Council's Recreation Officer and Parks and Gardens Team Leader. The inclusion of community input towards the upgrading of playgrounds is preferred to ensure local preferences, needs and issues are considered.

(b) Monthly inspections of all Council's Playgrounds will be undertaken by the Parks and Gardens Team to identify any damage, necessary repairs, timelines and actions. Twice a year an independent audit Standards Assessment is to be undertaken on all Council Playgrounds.

The audit is to include as a minimum:

- Up to date Playground Inventory including all equipment and associated infrastructure.
- Standards Assessment including reference to playground surfacing, specifications, requirements and test method. Equipment design and construction safety aspects and minimal functional design and safety aspects.

(c) Areas specifically relating to non compliance and safety will be seen as high priority and will be implemented immediately, as indicated through the maintenance audit.

(d) Planning for playground maintenance and redevelopment will also include:
- An annual budget allocation will be made specifically for Playground Maintenance.
- Any proposed new playground developments would be funded through the Capital Works budget and/or external funding.

(e) The level of service delivered to community residents will be based on; strategic planning, access, improvements, maintenance, input and availability of funds.

(f) Council engages as deemed appropriate, independent audit opinions to regularly audit the playground facilities for maintenance purposes. This information is provided to other public land managers (eg. Otway Coast Committee) and it is the responsibility of these land managers to maintain these playgrounds.

7. RELATED LEGISLATION

- *Occupational Health and Safety Act* 2004
- AS/NZS 4422 : 1996
- AS/NZS 4486 : 1997

8. RELATED POLICIES/PROCEDURES/GUIDELINES

- Play Australia Guidelines.
- Risk Management Policy
- Risk Management Procedure
- Risk Register
- Council Recreation Strategy

9. POLICY IMPLEMENTATION

All managers and supervisory staff will be responsible and will be held accountable for ensuring this Policy is effectively implemented within their respective work areas.

10. ATTACHMENTS

Playground Maintenance and Improvement Procedure

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
23 August 2006	Adopted by Council
28 March 2007	Review
25 August 2010	Review

COLAC OTWAY SHIRE PROCEDURE

Procedure Title: Playground Maintenance and Improvement Procedure
Related Policy Title: Playground Maintenance Improvement Policy
Related Policy No: 12.3
Responsible Officer: Recreation and Events Co-ordinator

PROCEDURE OBJECTIVES

The purpose of the Playground Operational Procedure is to provide clear procedure to ensure Council's Playgrounds are audited, maintained and improved in accordance with Australian Standards and Council's Playground Maintenance and Improvement Policy.

For the purposes of this procedure and Council's Playground Maintenance and Improvement Policy the term playground refers to those areas owned by Council that specifically include purpose constructed play equipment and associated infrastructure seating, pathways, shelter etc. However this Procedure and Policy do not relate to Open Space that does not include playground equipment.

DEFINITIONS

Playgrounds: Refers to the playgrounds and skateparks currently owned, maintained and managed by Council and playgrounds managed through formal agreements (such as coastal committee of management)

Playgrounds -	Refers to the playgrounds currently owned, maintained and managed by Council.
Asset owner -	Council
Strategic Manager -	Council in consultation with the community
Maintenance/Service Provider -	Private providers and Cosworks

PROCEDURE

Monthly

On a monthly basis Cosworks Parks and Gardens Team will conduct audits on the Playground Equipment and associated Infrastructure and complete the Inspection Checklist (Refer Attachment 1).

The monthly Inspection Checklists are to be authorised by the Parks and Gardens Team Leader and action any necessary maintenance works. Council's Recreation Officer with the Team Leaders for Parks and Gardens meet regularly to check on the progress of the parks and playgrounds bi-annual work plan.

These actions and works (completed) are to be documented on the Inspection Checklist – then entered into the CORS system.

These checklists are to be renewed regularly to reflect changes in standards, equipment or playground infrastructure.

Bi-Annually
Twice a year an independent audit Standards Assessment is to be undertaken on all Council Playgrounds. The Audit is to include as a minimum:

- Up to date Playground Inventory including all equipment and associated infrastructure.
- Standards Assessment including reference to playground surfacing, specifications, requirements and test method. Equipment design and construction safety aspects and minimal functional design and safety aspects.
- Documentation of this report to be in both hard and electronic versions.
- Audit information to be provided to coastal committees of management and the four Council owned kindergartens for their action. Council does not contribute financially to these works or proposed improvements through the Playground Maintenance and Improvement Program budget.

Annual Works Schedule
Council's Recreation Officer together with the Team Leaders for Parks and Gardens are to develop the Annual Playground Works Schedule to prioritise playgrounds maintenance, equipment, and non compliance and safety issues as per independent audit recommendations in consultation with other relevant stakeholders. This will be achieved with a yearly meeting, setting the budget and direction of works for the coming year.

However playground improvements will be considered and where appropriate community consultation will be incorporated to ensure community needs and aspirations are considered. Council's Playground Maintenance and Improvement budget allocation will fund these works and where possible external funding will be sourced to further implement the works schedule.

ATTACHMENTS

Playground Maintenance Inspection Report

TABLE OF CONTENTS

1	Cressy Picnic Area	Old Station Street	Cressy
2	Beeac Park Playground	Cnr Main & Wallace Streets	Beeac
3	Red Rock Reserve Playground	Bayens Road	Alvie
4	Stodart Street Playground	Stodart Street	Colac
5	Donaldson Street Playground	Donaldson Street	Colac
6	Western Bay Playground	Cnr Moore & Hamilton Streets	Colac
7	Botanic Gardens	Botanic Gardens, Fyans Street	Colac
8	Selwyn Brown Park	Cnr Chapel & Church Streets	Colac
9	Memorial Square Playground	Murray Street	Colac
10	Lawrence Court Playground	Lawrence Court	Colac
11	Central Reserve - Skate Facility	Gravesend Street	Colac
12	Inglis Court Playground	Inglis Court	Colac
13	Robertson Street Playground	Robertson Street	Colac
14	Albert Newcombe Playground	Cnr Begley & Sydenham Streets	Colac
15	Rex Norman Park Playground	Lavers Hill Road	Gellibrand
16	John W. Gardner Reserve	Beech Forest Road	Beech Forest
16A	Carlisle River Recreation Reserve	Carlisle - Colac Road	Carlisle River
17	Wye River Recreation Reserve	Great Ocean Road	Wye River
18	The Old Jetty - Skatepark	Great Ocean Road	Apollo Bay
19	Apollo Bay Foreshore Reserve - North	Great Ocean Road	Apollo Bay
20	Apollo Bay Foreshore Reserve - South	Great Ocean Road	Apollo Bay
21	Forrest Playground	Station Street	Forrest
22	Barwon Downs Playground	Forrest Road	Barwon Downs
23	Birregurra Park Playground	Warncoort-Birregurra Road	Birregurra
24	Elliminyt Playspace	Main Road	Elliminyt

INTRODUCTION

This report has been compiled with reference to the following documents:

AS/NZS 4422 : 1996	Playground Surfacing - Specification's requirements & test method
AS/NZS 4486 : 1997	Playground Equipment - Development, installation inspection maintenance & operation
AS 1924 Part 2 : 1981	Design & Construction - Safety Aspects
AS 4685-1 - 2004	General Safety Requirements & test methods
AS 4685-2 - 2004	Particular safety requirements & test methods for swings
AS 4685-3 - 2004	Particular safety requirements & test methods for slides
AS 4685-4 - 2004	Particular safety requirements & test methods for runways
AS 4685-5 - 2004	Particular safety requirements & test methods for carousels
AS 4685-6 - 2004	Particular safety requirements & test methods for rocking equipment

Special Note: Colac Otway Shire Council has deemed that entrapment issues arising from changes to the entrapment probes in AS 4685 : 2004 do not constitute excessive risk and will be dealt with over time via their capital works program rather than by modification (refer email 02/12/08).

CRITERIA FOR CATEGORY / PRIORITY

M1	MAINTENANCE - URGENT SAFETY ISSUE
M2	MAINTENANCE - HIGH PRIORITY
M3	MAINTENANCE - GENERAL
U	UNDERSURFACING - UPGRADE REQUIRED
G	GRAFFITI
S	STANDARDS - NON COMPLIANCE ISSUE
R	RECOMMENDATION - OUR SOLUTION TO A POTENTIAL HAZARD NOT COVERED BY AS 4685
NC	NON COMPLIANT WITH AS 4685 (PREVIOUSLY COMPLIANT TO AS 1924)

GENERAL NOTES

The following notes are derived from the reference documents and relate to points listed throughout the assessment.

- **UNDERSURFACING :** Loose fill material of 200 mm minimum depth or rubber compound to manufacturers specification is required in the safe fall zone of all equipment greater than 500 mm in height.

  * The depth is taken as an average. Any uncertainty regarding the depth or subsurface condition of the softfall area requires our assessors to dig through the mulch to the subbase and measure accurately.

- **SAFE FALL ZONES :** Minimum requirements of AS 4685 as below:

Public Park Fall Zones

Fall Height (mm)	Fall Zone (mm)
500	1500
600	1550
700	1600
800	1650
900	1700
1000	1750
1100	1800
1200	1850
1300	1900
1400	1950
1500	2000
1600	2050
1700	2100
1800	2150

Pre School Fall Zones

Fall Height (mm)	Fall Zone (mm)
500	1500
600	1540
700	1580
800	1620
900	1660
1000	1700
1100	1740
1200	1780
1300	1820
1400	1860
1500	1900

1900	2200
2000	2250
2100	2300
2200	2350
2300	2400
2400	2450
2500	2500

SPECIFIC REQUIREMENTS OF AS 4685 AS BELOW:

Swings:	875 mm radius from centre of seat along path of swing projected to 2.25 metres beyond position of seat extended to 60 degrees from horizontal. NB: Must not overlap other fall zones.
Slides:	2000 mm minimum clearance from run out section. NB: Fall zone from sides and sit down sections are determined by fall height from top of slide.
Carousels:	2000 mm minimum clearance at sides. NB: Must not overlap other fall zones.
Spring Riders:	1500 mm minimum clearance to edging or other equipment. 2000 mm minimum clearance to other spring riders.

ENTRAPMENT OPENINGS:

Gaps, slots and holes within structures which have the potential to trap parts of the users body whilst using the equipment. The gaps to be avoided are as follows:

Head Entrapment:	Between 89 mm & 230 mm - fully bound openings more than 600 mm above ground. NB: Under AS 1924 the smaller dimension was 125 mm. This applies to equipment manufactured prior to 2006.
Neck Entrapment:	Between 45 mm and 155 mm - partially bound openings more than 600 mm above ground. NB: Accessibility determined by test template.
Finger Entrapment:	Between 8 mm and 25 mm
Hand/Foot Entrapment:	Between 30 mm and 90 mm
Clothing Entrapment:	Between 3.6 mm and 25 mm or any Vee Shaped openings within 600 mm of a firemans pole or sliding surface.

* These notes are intended only as a rough guide. Determination of entrapment must be carried out with the appropriate probes, templates and devices as specified by AS 4685.

1 CRESSY PICNIC AREA **Map Reference**

Attachment 16 - Policy 12.3 Playground Maintenance and Improvement
Page 129
Report OM132407-5 - Council Policy Review
Attachment 16

: 518, H10

Old Station Street

Cressy

Inspection Date : 09.11.09

Park No.	Reserve	Item No.	Manufacturer	Activity	Type	Description	Component	Fall Height	Installed		Repairs Required	Priority	Recurrent	Date	Signature
1	Cressy Picnic Area														
1	Cressy Picnic Area														
1	Cressy Picnic Area														
1	Cressy Picnic Area														
1	Cressy Picnic Area														
1	Cressy Picnic Area														
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1	Cressy Picnic Area														
1	Cressy Picnic Area														
1	Cressy Picnic Area														

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Use of the Old Beechy Rail Trail by Recreational Vehicles**
Council Policy ref. no:	12.5
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. PURPOSE

The purpose of this policy is to provide objective criteria to determine appropriate use of the Old Beechy Rail Trail (Trail) by recreational vehicles. This policy will assist the Old Beechy Rail Trail Committee to perform their delegated duties and ensure appropriate use of the Trail.

2. INTRODUCTION

The Trail was opened in 2005 and follows one of the State's former narrow gauge railway lines from Colac through to Beech Forest. The Trail runs on or near the route of the railway, using the original rail formation in many places, as well as accessing land owned by private land holders under a Licence agreement arrangement. The Trail is 45km in length but can be completed in shorter sections and in either direction. The Trail passes through the towns of Barongarook, Gellibrand, Dinmont and Beech Forest.

The Trail is located on a combination of Council owned land, private land and Crown Land. The Department of Environment and Primary Industries (DEPI) has appointed Colac Otway Shire (COS) as Committee of Management over small sections of the trail that traverse crown land. Colac Otway Shire has successfully negotiated License Agreements with a number of private land owners for access to the Trail across private land. Hence Colac Otway Shire retains ultimate management responsibility for the Trail.

The Old Beechy Rail Trail Committee is a Section 86 Committee of Management. Under s.86(7) of the *Local Government Act* (the Act) this committee is classed as a Special Committee, which is defined as follows:

"A committee that exercises a power, or performs a duty or function of the Council that has been delegated to that committee under any Act is a special committee for the purposes of this Act."

The committee has an Instrument of Delegation including a Charter which sets out the function, duties or powers of the committee.

The Trail is used for the purposes of walking, cycling and horse riding.

3. SCOPE OF THE POLICY

This Policy generally bans the use of motorised vehicles on the Trail with the exception of the following:

- Authorised maintenance vehicles;
- Authorised inspection vehicles;
- Emergency vehicles

This Policy does not apply to land owners and their agents on their own land. Where the Trail is not suited for motorised vehicles it will be signed accordingly.

Recreational vehicles are prohibited from using the Trail from Dinmont to Beech Forest.

The following scenarios will be subject to an application process:

- Vehicles which provide access to the Trail for those members of the community that would not normally be able to access the Trail; and/or
- Vehicles required to service the activities of Trail users including walkers and cyclists

The Old Beechy Rail Trail Committee will assess requests for use of the Trail by recreational vehicles via a written application (Appendix 1). Applications will be assessed by the Committee and must meet the following criteria:

- A Risk Management report has been developed and approved by Council's Risk Management Unit.
- That the vehicle operator has appropriate insurances and registrations;
- The vehicular use is not detrimental to the Trail;
- Use of the Trail will be limited to a maximum of 12 occasions per applicant per calendar year, with preference being for mid week use;
- Should more than one applicant request the same date, the application lodged first will be given priority subject to meeting the appropriate approval requirements;
- Approved applicants will have sole recreational vehicle use of the Trail on requested dates. Applicants will not have exclusive use of the Trail as access must be provided to walkers and riders at all times.

Private land owners will be notified of recreational vehicular use of the trail on approval by the Committee.

4. DEFINITIONS

For the purpose of this policy, a "vehicle" is defined as a land-based motorised device that is designed or used to transport people or cargo.
"Recreational vehicles" on the trail are considered to be all vehicles other than emergency vehicles, maintenance vehicles or inspection vehicles.
"Emergency vehicles" include Police, Fire, SES or ambulances.

APPENDIX 1

Application to use a Recreational Vehicle on the Old Beechy Rail Trail.

Name		
Organisation (if applicable)		
Address		
Phone		
Email		
Requested dates and times of use	**Day/s**	**Time/s**
Reason for use		

The applicant must provide evidence of relevant insurances, registrations and risk management assessments including:

- Copies of required insurances showing certificate of currency including a minimum $10,000,000 public liability insurance;
- A Risk Management report including Occupational Health and Safety requirements and site specific potential hazard assessment;
- Evidence of current and correct licences;

5. RELATED LEGISLATION

Not applicable.

6. RELATED POLICIES/PROCEDURES/GUIDELINES

Colac Otway Shire Instrument of Delegation Special Committee – Old Beechy Rail Trail Committee.

7. POLICY IMPLEMENTATION

This policy will be reviewed in accordance with the review of the Colac Otway Shire Instrument of Delegation Special Committee – Old Beechy Rail Trail Committee.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
30 March 2011	Adopted by Council

TERMS & CONDITIONS

(1) All required documentation must be provided in full at least one month prior to use of the Old Beechy Rail Trail (Trail), unless the Old Beechy Rail Trail Committee (Committee) has approved suitable arrangements.

(2) The applicant will not have exclusive use of the Trail and the Committee reserves the right to allow use of the Trail by other persons at any time.

(3) The Committee reserves the right to cancel the applicant's use of the Trail on a date shown in this application in the event of the Trail being required for an extraordinary function or extraordinary use.

(4) The Committee reserves the right to cancel the applicant's use of the Trail on a date shown in this application in the event that the Trail is unsuitable for use.

(5) The applicant shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Colac Otway Shire Council's (Council) Insurance Policy or Policies relative to fire or public risk in connection with the use of the Trail and the applicant hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.

(6) The applicant agrees to indemnify and keep indemnified and to hold harmless the Committee and the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of the Trail.

(7) The applicant shall at all times during the allocated period of use insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than $10 million.

(8) Bookings may need to be re-scheduled or cancelled in the event of unforeseen weather conditions. If weather conditions are extreme, Trail conditions will be monitored and an assessment will be made as to appropriateness of use.

UNDERTAKING

I _____ of _____

hereby make application for use of the Trail for the dates and times specified and acknowledge having received and read the Terms and Conditions of hire and undertake to be bound by and comply with the Terms and Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the Trail in association with this application comply with the terms and conditions.

SIGNATURE OF APPLICANT: _____

DATE: _____

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Fencing for Events**
Council Policy ref. no:	12.6
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. PURPOSE

The purpose of this policy is to determine and clarify the requirements for the frequency, location and timing of erection of fencing in relation to public events.. The presence of a fence can also contribute to improved safety aspects at the event for both entrants and spectators.

2. INTRODUCTION

The Colac Otway Shire hosts many events across the calendar year and processes many of these through the Events Approval Process.

Some events may consider the need to construct a temporary fence for their event.

3. OBJECTIVES / PURPOSE

To develop a policy with objective criteria for assessment to formalise the requirements for temporary fencing at events. The majority of events in the Colac Otway Shire are mostly conducted in a building, sporting arena or local park. Some events may in the future develop plans that could require a fenced area for admission purposes.

4. DEFINITIONS (where required)

Event
Any planned activity where any structure (permanent or temporary), open area, roadway, (fenced or unfenced) will contain a number of persons greater than that normally found in that area or location at one time. This activity may affect the location surrounding the area prior to, during or after the event.

Event Organiser
A commercial entity, community group or individual who undertakes the planning and/or implementation of an organised event.

Public Open Space
A **public space** is a social space such as a town square or park that is open and accessible to all, regardless of gender, race, ethnicity, age or socio-economic level.

5. POLICY

Requests for the erection of temporary fencing are assessed through the Event Approval process and need to meet the following criteria:

Mandatory
Events held on land that is owned or managed by the Colac Otway Shire.

- Temporary fencing to be erected for one day (not exceeding a 24 hour period).
- Temporary fencing must be installed by a professional fencing company ensuring quality material and adequate insurance therefore mitigating risk.
- Temporary fencing should give consideration to public toilet access.
- Temporary fencing should give consideration to public playground access.
- A Risk Assessment specific to the erection of the temporary fencing to be provided by the qualified installer.

Other reasons for temporary fencing may include:

- Events that require donations or fee obtained as a result of erecting the temporary fencing.
- Events with temporary fencing that contribute to the positive control of patron behaviour i.e. alcohol related issues, improves security.

6. IMPLEMENTATION AND REVIEW

A temporary fence around a designated area would occur after consultation between the Event Organisers and a qualified temporary fencing contractor or volunteer. Plans and details would be submitted to the Colac Otway Shire in the Event Application process for approval by the E Team. The "Application to Erect a Temporary Fence for an Event", is attached..

7. RELATED LEGISLATION

Not applicable

8. RELATED POLICIES / PROCEDURES / GUIDELINES

Event Application – Point 4

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 July 2011	Adopted by Council

APPENDIX 1

Application to Erect a Temporary Fence for an Event

Name of Contractor		
Organisation or Event		
Address		
Phone		
Email		
Requested dates and times of use	**Day/s**	**Time/s**
Reason for fencing		

The applicant must provide evidence of relevant insurances, and risk management assessments including:

- Copies of required insurances showing certificate of currency including a minimum $10,000,000 public liability insurance;
- A Risk Management report including Occupational Health and Safety requirements and site specific potential hazard assessment;

TERMS & CONDITIONS

(1) All required documentation must be provided in full at least three months prior to the event to approve suitable arrangements.

(2) The applicant must adhere to the times and location on the application.

(3) The applicant must upon removal of the fencing, must make good the site of any holes in the ground, marks on footpaths etc.

(4) The applicant shall at all times during the allocated period of use insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than $10 million.

(5) Events may need to be re-scheduled or cancelled in the event of unforeseen weather conditions.

UNDERTAKING

I _____ of _____

hereby make application erecting a fence at the site stated above, for the dates and times specified and acknowledge having received and read the Terms and Conditions undertake to be bound by and comply with the Terms and Conditions.

SIGNATURE OF APPLICANT: _____

DATE: _____

DECLARATION:
The Colac Otway Shire Council collects personal information to provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Colac Otway
SHIRE

COUNCIL POLICY

Council Policy Title:	**Event Road Closure Consultation and Communication**
Council Policy ref. no:	13.9
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

Historically concerns have been raised within the community relating to impacts arising from street and road closures associated with the running of events across the municipality and the consultation process undertaken by event organisers with the affected community.

This Policy seeks to develop and formalise the consultation and communication signoff process to be undertaken by event organisers. This process will enable the assessment and implementation of delivery options for event organisers co-ordinating events involving road closures.

In addition, this Policy seeks to consider the level of community "host tolerance" to the number of road or street closures that residents/traders would accept per year.
Impacts resulting from the number of events held on Public Reserves managed by the Colac Otway Shire will also be considered.

2. OBJECTIVES / PURPOSE

To develop a policy to formalise the consultation and communication sign off process for Event Organisers requiring street or road closures (on or involving local roads within the Municipality).
This policy also considers the level of community "host tolerance" to both the number of road or street closures and the level of usage of Public Reserves that residents/traders would accept per year.

3. DEFINITIONS

Event
Any planned activity where any structure (permanent or temporary), open area, roadway, (fenced or unfenced) will contain a number or persons greater than that normally found in that area or location at one time. This activity may affect the location surrounding the area prior to, during or after the event.

Event Organiser
A commercial entity, community group or individual who undertakes the planning and/or implementation of an organised event.

Consultation Process
Consultation is the method of obtaining input from the affected community to ensure views can be identified and communicated with respect to the proposed event.

Communication Plan
A written plan outlining the methods and implementation process for communicating information regarding road closures proposed for the event.

Affected Community
Owners and/or occupiers of properties in the immediate vicinity including all the abutting property occupiers to the road/street closure. This will also apply to member of the general public who use public reserves.

Temporary Road Closure
The temporary closure of a road to public vehicular traffic for a set time period as required for the holding, set up and set down of an event.
Full road closure - entire road is closed between designated points.
Partial road closure - a portion of the road width is closed between designated points.

Notification Process
The notification process is the communication method of approved road closure information relating to road closure areas and times to the affected community.

Catchment area
The catchment area identifies residents and/or traders who are deemed to be affected by the road closures.

The catchment area is to include:
Occupiers of properties whose:
- frontage is within the closed section or the proposed detour; and
- primary/only access is via the closed section; and
- property is in close proximity to the road closure and therefore could be affected.

Businesses/services that normally use the closed road as a primary route (or have stops within) including but not limited to:
- Bus companies;
- Transport companies; and
- Operators of milk tankers.

Public Reserves
A Public Reserve is any land which is owned, occupied or managed or controlled by Council and dedicated or used for outdoor cultural, environmental, sporting or recreational purposes.

4. POLICY

This Policy will enable event organisers to complete the required consultation and communication sign off process for events involving road closures and assist in the management of community "host tolerance" to both the level of usage of public reserves and the number of road or street closures that residents/traders would accept per year.

Public reserves are dedicated or used for outdoor cultural, environmental, sporting or recreational purposes. Therefore, the community expect to access and utilise these areas unhindered. To minimise the impact of events held on public reserves that restrict public access it is necessary to establish a reasonable number of events that the community will deem acceptable per year.

The number of approved events held within a single township that are permitted to exclude general public access within a public reserve, will be set at seven (7) events per year. Where more than seven (7) events exclude normal public use, approval from Council must be sought.

Similar to the usage of public reserves, the level of community "host tolerance" for approved events requiring road or street closures will be set at ten (10) events per year. Where more than 10 event road/street closures are proposed, approval from Council must be sought for those events exceeding the approved limit.

5 IMPLEMENTATION AND REVIEW

Communication Plan
A communication plan is to be developed by the event organiser detailing the methods and timelines for communicating road closure information to affected property owners and retailers.

Key elements of the communication plan will include:

- Identification of area impacted by the event (Catchment area)
- Consultation Methodology
- Notification schedules
- Event notification letter content - including but not limited to:
  - Details of event to be held
  - Date of event, time of event
  - Details of impacted roads
  - Details of how road closure will be undertaken
  - Contact details of event organiser

The Communication Plan requires approval from Colac Otway Shire prior to implementation.
A Draft Communication Plan is to be submitted following the first E-Team Meeting, with an approved plan developed 4 months prior to the event.

Consultation
Consultation is the gathering of feedback from the affected property owners to ensure event impact is managed and minimised without removing the integrity of the event.
Consultation with affected property owners is not necessarily to determine if the event should proceed, rather to give consideration to individual needs and address the concerns of residents and traders where appropriate.

The method of consultation undertaken will vary depending on the type of event held. As part of the communication plan, a consultation methodology will be established. Information gained from consultation is to be collected and reviewed in conjunction with Colac Otway Shire officers. Submissions received in relation to the proposed event will be considered by Colac Otway Shire with recommendations presented to event organisers.

Evidence of direct contact with affected property owners must be provided and endorsed by Colac Otway Shire no later than 6 weeks prior to the event coinciding with the second E-Team Meeting.

IMPLEMENTATION SCHEDULE

TIME FRAME	6 MONTHS PRIOR TO EVENT	4 MONTHS PRIOR TO EVENT	6 WEEKS PRIOR TO EVENT
COMMUNICATION PLAN	DRAFT PLAN	APPROVED PLAN	IMPLEMENTATION COMPLETE
CONSULTATION PROCESS		APPROVED METHODOLOGY	IMPLEMENTATION COMPLETE
NOTIFICATION PROCESS		APPROVED PROCESS	1 WEEK FROM EVENT IMPLEMENTED

6. RELATED LEGISLATION

Local Government Act 1989
Road Safety Act 1986
Road Safety (Traffic) Regulations 1985
Transport Act 1983
Colac Otway Shire Local Law No. 2 - Clause 90

7. RELATED POLICIES / PROCEDURES / GUIDELINES

Festival and Events Strategy 2007- 2011
Event Management Guide
Guideline to Road Closures for Events - Communication & Consultation Process

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 May 2008	Adopted by Council
28 April 2010	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Section 86 Committees**
Council Policy ref. no:	15.2
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

Council recognises the importance volunteer committee's offer to both the Shire and the community. The appointment of community based committees allows and encourages:

- Networking and resource sharing between people working towards a common goal.
- Strengthening the sense of community within the Shire.
- Provides and encourages channels of communication.
- Delegation of function, duties and powers to the community, providing direct community involvement, accountability and ownership for projects and properties.

This policy recognises the important role that committees play in providing advice and/or services to Council and establishes:

- The guiding principles for the appointment of committees.
- The relationship between Council and the different forms of committees.

2. POLICY OBJECTIVES

The objectives of the policy are to –

- Meet legislative requirements under section 86 of the *Local Government Act* 1989 (the Act).
- Establish guiding principles for the appointment of committees.
- Establish the relationship between Council and the committees.

3. DEFINITIONS

Terms and words used within this policy document.

3.1 ***Section 86 Committee*** – A section 86 Committee is a Special Committee of Council set up under the *Local Government Act* 1989 to which the council delegates certain functions, duties and powers.

3.2 ***Council Property*** – Includes vacant land, reserves, parks, ovals, buildings, structures, private land under agreement, waters and anything attached.

3.3 ***Governance*** – Governance includes the committee's Instrument of Delegation, electing of members, meeting processes, conflicts of interest, volunteer register, register of interest returns and statutory reporting.

3.4 ***Instrument of Delegation*** – This sets out the specific functions of the committee and establishes/acknowledges the purpose of the committee; determines what the committee should do to meet its purposes; sets out the functions, duties and powers that Council is delegating; clearly identifies the roles and responsibilities of the committee and Council.

3.5 ***Operation*** – the maintenance, hire, control, operation, occupancy, use, conservation and development of property.

4. POLICY

A section 86 Committee's legal status is derived from Council through formal delegation.

Under section 86 of the Act, Council is able to delegate certain functions, duties and powers to an authorised body or persons to manage and control assets, resources and/or property owned, leased or controlled by Council by executing a Deed of Delegation. In some cases the section 86 Committee acts as an advisory committee only.

Council will provide the necessary information, resources and support to allow each committee to function effectively.

4.1 Appointing a Committee

A section 86 Committee will only be formed by resolution of Council in circumstances that Council determines would be beneficial to Council and/or the community. Section 86 Committees are appointed at public meetings, usually called and chaired by the Mayor of the day or a Councillor.

Appointments to section 86 Special Committees of Council shall be through the calling of nominations. Advertisements shall be placed in the local newspapers giving notice of Council's intent to appoint members to respective Committees.

Appointments will be for a three year term and will be approved by Council.

Vacancies which may arise from time to time during the three year term shall be agreed to by the General Manager, Corporate and Community Services and shall be appointed for the remaining term of the Committee.

4.2 Delegation

When appointing and delegating to a committee, the Council will:

- establish/acknowledge the purpose of the committee;
- determine what the committee should do to meet its purposes (functions, duties and powers);
- clearly identify the role and responsibilities of the committee and Council including liability issues;
- be consistent in requirements for each similar property;
  be sufficiently broad to allow the committee to operate without undue restriction or constant reference to the Council;
- acknowledge the different requirements and functions of committees.

When providing a delegation to a special committee, the Council will include provision for:

- meeting and other procedures of the committee;
- accounting procedures;
- reporting procedures;
- limiting the authority of the committee.

Each section 86 Committee will be provided with a comprehensive handbook

4.3 Meeting/Meeting Procedures

The Handbook and the Instrument of Delegation will include meeting and reporting requirements that the Committee must follow. Local Law No 4 (Council Meeting Procedures) will also apply to such committees.

4.4 Statutory Responsibilities of Members

- Committee members are bound by the Conflict of Interest provisions of the *Local Government Act.*

- Committee members must not make improper use of information acquired as a Committee member and are bound by section 77 of the *Local Government Act* 1989.

- Non-Council Committee members have been exempted by the Council from submitting primary return or an ordinary return pursuant to section 81 of the *Local Government Act* 1989.

4.5 Insurance

Council provides suitable insurance to cover all its buildings and contents.

Committee of Management members appointed under section 86 of the Act are covered by the Council's Liability and Personal Accident policies when carrying out activities for and on behalf of the committee whilst acting within their delegated powers.

Volunteers appointed or authorised by the committee are also covered by the Council's liability and personal accident policies whilst carrying out activities for and on behalf of the section 86 Committee. All volunteers must be registered with the Governance unit.

Hirers of any facility from the committee must have their own Public Liability cover in accordance with any hire or lease agreements.

Certain activities may need to be covered by separate insurance.

4.6 Monitoring Performance

The performance of all committees in respect of their management of Council owned or controlled property will be monitored to ensure effective management and financial controls are in place.

The Council will require that the committee reports to it at least annually. The report should include details of maintenance issues, usage and financial details.

5. IMPLEMENTATION AND REVIEW

The section 86 Committee shall fulfil any roles; responsibilities and functions as required by Council and set out in the Handbook and Instrument of Delegation.

The General Manager Corporate and Community Services co-ordinates the implementation of this policy and is responsible for ensuring compliance with the policy.

This policy will be subject to periodic reviewed every four years

6. LEGISLATION AND OTHER REFERENCES

6.1 Legislation – *Local Government Act* 1989

6.2 Documents

This policy is implemented in conjunction with the following documents:
- Section 86 Instruments of Delegation
- Section 86 Handbook and Appendices

ADOPTED/AMENDMENT OF POLICY

Reviewed Date	Reason for Amendment
27 June 2007	Adopted by Council
28 October 2009	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Investment**
Council Policy ref. no:	16.3
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

1.1 Objectives

The purpose of this policy is to ensure that:

- Council funds are preserved;
- Council maximises the return on surplus funds, taking into consideration the level of risk; and
- Council funds are invested in accordance with its legislative and common law responsibilities.

1.2 Legislative Power

Investment of Council funds is to be in accordance with Council's power of investment under the *Local Government Act* 1989 – Section 143.

1.3 Prudent Person of Business

All investments are to be made exercising care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons. When acting under the provisions of this policy Council staff should always maintain a professional balance of risk and return and act as a steward of Council funds.

1.4 Delegation of Authority

The Chief Executive Officer, the General Manager Corporate and Community Services, the Manager Finance and Customer Service and the Financial Operations Coordinator have the delegated authority to invest surplus funds.

Authority to undertake any investment must be obtained from a minimum of two (2) authorised officers.

2. POLICY

2.1 Approved Investments

Without approval from Council investments are limited to:

- Interest bearing deposits with Australian owned banking institutions; and
- Government bonds issued by the Commonwealth of Australia or an Australian State subject to the following expenditure limits.

2.2 Investment Limits

Investments shall not be made in building societies, credit unions, managed funds investing in equities, future markets, property or shares.

Minimum Credit Rating						Maximum percentage of total funds held in a single institution*	Maximum term to maturity
Long Term			Short Term				
S&P	Moody's	Fitch	S&P	Moody's	Fitch		
AA-	Aa3	AA-	A-1+	P-1	F1+	75%	12 months
A-	A3	A-	A-1	P-1	F1	40%	12 months
**with the exception of the Council's primary transactional account holding institution (as per tender)*							

Higher rated institutions represent a lower risk level. As such if at any point during an investment the institution's credit rating is downgraded below the acceptable level, funds should be divested as soon as practicable.

2.3 Calculation of Maximum Holding (refer table above)

The maximum holding is the amount of the investment, plus any other investments of the same type at the time of making the investment, as a percentage of the current total of council investments or the anticipated total of investments in 5 working days time.

2.4 Long Term Investments

Investments fixed for a period greater than 12 months are to be approved by Council.

2.5 Money to be Invested

The bank account balance of Council is to be kept at a level no greater than is required to meet Council's immediate working capital requirements, with any surplus funds being applied to either reduce debt or invest.

2.6 Quotations on Investments

No less than three quotations are to be obtained from authorised institutions whenever an investment is proposed. After taking into account all relevant factors, including the exposure limits set above, the quote which delivers the best value to Council shall be successful.

2.7 Valuation and Measurement

All reports are to account for investments in accordance with the provisions of Accounting Standard AAS33 Presentation and Disclosure of Financial Instruments.

Annual averages are to be calculated by using the weighted average of end of month balances.

2.8 Reports

A table will be included in the Quarterly Financial Performance Report for Council, which summarises the investment portfolio and compares year to date performance with budget and performance benchmark.

Each year a report will be prepared which summarises the performance of the investment portfolio.

2.9 Register of Investments

A register of investments will be maintained together with an investment file containing all letters of advice from financial institutions.

For audit purposes, certificates must be obtained from the banks/fund managers confirming the amounts of investment held on Council's behalf at 30th June each year.

2.10 Performance Benchmarks

Investment	Performance Benchmark
Overall Portfolio	Average Return will aim to equal or exceed the Reserve Bank cash rate plus 0.5% over the year.
Cash/Direct Investments	Average 90 day Bank Bill index

3. COMPLIANCE

The Financial Operations Co-ordinator is responsible for ensuring the requirements of this policy are met.

Any breaches of this policy will be reported to the Audit Committee.

4. RELATED LEGISLATION

Local Government Act 1989 – Section 143.

5. IMPLEMENTATION AND REVIEW

This policy will be implemented by Council and is subject to review every 3 years.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 July 2011	Adopted by Council

Colac Otway
SHIRE

COUNCIL POLICY

Council Policy Title:	**Information Privacy**
Council Policy ref. no:	18.2
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

The purpose of the Information Privacy Policy is to meet the information privacy principles (IPPs) and health privacy principles (HPPs) set out in the Information Privacy Act 2000 and the Health Records Act 2001 in relation to the management and handling of personal and health information within the public sector.

2. POLICY

2.1 Policy Rationale

All Councils are required to comply with the ten Information Privacy Principles (IPPs). The IPPs establish protective standards for the handling of personal and/or sensitive information throughout its life cycle, from collection to use and disclosures, storing, security, accessibility and disposal.

The main purposes of the Information Privacy Act and the Health Records Act 2001 are:

- To establish a regime for the responsible collection, storage, handling and disclosure of personal information;
- To provide individuals with right of access to information about themselves which is held by the organisation;
- To provide individuals with the right to request an organisation to correct and amend information about themselves held by the organisation, including information held by contracted service providers.

2.2 Policy applies to:

This policy applies to all employees, Councillors, members of committees, contractors and volunteers of the Colac Otway Shire.

This policy covers all personal and health information held by the Shire, that is, information or an opinion about an individual whose identity is apparent, or can be reasonably ascertained from that information or opinion. This includes information collected in any format including correspondence, in person, over the phone, and over the Internet.

The policy also covers personal information that has been sourced from third parties.

Publicly available information held in public registers and information used for law enforcement are exempt from provisions of the Act. However, this exemption only applies if the use and disclosure of personal information is for the primary purpose for which the information was collected, or for a related purpose the person would reasonably expect.

2.3 Privacy Statements

(a) A general statement outlining Council's position on the handling of personal information will be used at all points of collection and all outgoing correspondence that may request personal or health information. This will include Council's website, advertising material, standards forms and correspondence requesting personal or health information.

(b) Forms collecting information that is to be used for a specific purpose will include a privacy statement on the form including the purpose of collection.

(c) All Council's privacy statements will be published confirming Council's commitment to information and health privacy principles either as a broad advertising exercise or on each individual form.

2.4 Information Privacy Principles

Colac Otway Shire will manage personal information as outlined in the following principles:

(a) Collection

(i) Colac Otway Shire will only collect personal information that is necessary for specific and legitimate functions of Council. Information will be collected by fair and unlawful means.

(ii) Council will advise individuals, where possible, of the purposes for which their personal information is being collected and of those third parties to whom the information is usually disclosed.

(iii) Sensitive information will only be collected where the individual has consented or collection is required or permitted by law.

(iv) Sensitive information (as defined in this policy) will be treated with security and confidentiality and only used for the purpose for which it was collected.

(b) Use and Disclosure of Information

Colac Otway will not use or disclose information about an individual other than for the primary purpose for which it was collected unless one of the following applies:

- It is for a related purpose that the individual would reasonably expect;
- Where Council have the consent of the individual to do so;
- If, as defined in the Health Act 2001, the individual is incapable of giving consent;
- As required or permitted by the Information Privacy Act or any other legislation.

(c) Data Quality

Council will take reasonable steps to ensure that all personal information collected, used or disclosed is accurate, complete and up to date.

(d) Data Security and Retention

(i) Council will take reasonable measures to prevent misuse or loss or unauthorized access, modification or disclosure of personal and health information.

(ii) Personal and health information will be managed confidentially and securely and destroyed or archived in accordance with the Victorian Local Government General Disposal Schedule.

(iii) Council will monitor and implement reasonable and appropriate technical advances or management processes, to provide an up to date ongoing safeguard for personal information.

(e) Openness

The Colac Otway Shire Information Privacy Policy will be available on request and placed on Council's website.

(f) Access and Correction to Information

(i) Individuals have a right to request access to any personal or health information held about them, and may request any incorrect information be corrected.

(ii) Council may decide not to allow access to personal information in accordance with the exemptions contained within Information Privacy Act 2000 and Health Records Act 2001.

(g) Unique Identifiers

Council will not assign, adopt, use, disclose or require unique health or other identifiers from individuals except for the course of conducting normal business or if allowed or required by law.

(h) Anonymity

(i) Council will, where it is lawful and practicable, give individuals the option of not identifying themselves when entering into transactions with Council.

(ii) Council will ensure that individuals are aware of all, if any, limitations to services if the information required is not provided.

(i) Transborder Data Flows

Colac Otway Shire will only transfer personal or health information outside of Victoria in accordance with the Information Privacy Act 2000 and the Health Records Act 2001.

(j) Sensitive Information

Colac Otway Shire will not collect sensitive information unless when the individual has consented or collection is required or permitted by law or when necessary for research or statistical purposes as permitted under the Information Privacy Act 2000.

(k) Transfer of Closure of Health Service

Health information relating to a discontinued Council health service will be managed in accordance with the Health Records Act 2001.

(l) Making Health Information Available to Another Service Provider

Council's Health Services will provide health information to other health providers in accordance with the Health Records Act 2001.

3. DEFINITIONS

Personal Information means information or an opinion (including information or an opinion forming part of a database), whether true or not about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include information about an individual who had been dead for more than 30 years.

Health Information means information or an opinion about the physical, mental, psychological health of an individual, disability of an individual or a health service provided or to be provided to an individual.

IPPs – Information Privacy Principles. A set of principles that regulate the handling of personal information.

HPPs – Health Privacy Principles. A set of principles that regulate the handling of health information.

Sensitive Information. Personal information or an opinion about an individual's:

- race or ethnic origin;
- political opinion;
- membership of a political association;

- religious beliefs or affiliations;
- philosophical beliefs;
- membership of a professional trade association;
- membership of a trade union;
- sexual preferences or practice; or
- criminal record.

4. ROLE OF PRIVACY OFFICER

The Privacy Officer/Health Records Officer handles enquiries, complaints or adjustments regarding personal or health information. Written requests for information will be responded to in writing within 10 working days of receipt unless the request is covered by *Freedom of Information Act.*

Complaints will be directed to Council's Privacy Officer in the first instance (General Manager Corporate and Community Services).

5. COMPLAINTS

If a person is aggrieved by Council's handling of personal information, they may make a complaint in the first instance to Council's Privacy Officer. The complaint will be investigated as soon as possible (but no later than 10 business days) and a full written response will be provided.

Alternatively, complaints can be directed to the Privacy Commissioner, although the Privacy Commissioner can decline a complaint if a complaint has not been made to Council in the first instance.

6. LEGISLATION AND OTHER REFERENCES

6.1 Legislation

If the Information Privacy Act conflicts with another Act, the other Act overrides the Information Privacy Act in so far as the conflict.

6.2 Documents

This policy is implemented in conjunction with the following documents:

- Information Privacy Manual – Records Solution
- Gudielines to the Information Privacy Principles –Office of the Victoria Privacy Commissioner

7. IMPLEMENTATION AND REVIEW

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

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
24 May 2006	Adopted by Council
25 November 2009	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Pre-Election Caretaker**
Council Policy ref. no:	18.4
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

Colac Otway Shire is committed to providing good governance and to fair and democratic elections and therefore adopts and endorses the following caretaker procedures throughout a pre-election period.

The Local Government Act 1989 ("the Act") defines the election period as commencing on the last day of nominations and ending at 6 pm on election day. This means that the Caretaker Period will apply for a period of 32 days. Council will function in accordance with this policy during the caretaker period.

Council staff and Councillors must observe specific legislative and governance requirements during the period leading up to an election.

2 PURPOSE

The Pre-election Caretaker Policy has been developed in order to ensure that local government elections are conducted in a manner that is ethical, fair and equitable, and are publicly perceived as such.

The purpose of this Pre-election Caretaker Policy is to ensure that the ordinary business of local government in the Colac Otway Shire continues throughout the election period in a responsible and transparent manner and in accordance with statutory requirements and established 'caretaker' conventions.

This policy commits Council during the caretaker period to:

- avoid making significant new policies or decisions that could unreasonably bind a future Council; and
- ensure that public resources, including staff resources are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.

3. SCOPE OF THE POLICY

The policy covers:

- Major policy decisions (legislative requirement);
- Council resources;
- Information;
- Council communications and publicity (legislative requirement);
- Assistance to candidates;
- Monitoring the policy.

3.1 Role of Executive Officer

In addition to the Chief Executive Officer's (CEO) statutory responsibilities, the CEO or his/her delegate will ensure as far as possible, that:

- All Councillors and officers are informed of the application of this policy 30 days prior to the commencement of the caretaker period;
- Matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the caretaker period, or deferred where appropriate for determination by the incoming Council; and
- Guidelines are provided to staff on the role and responsibilities of staff in the implementation of this policy.

4. COUNCIL DECISION MAKING

It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. The Council therefore commits to the principle that it will make every endeavour to avoid making significant decisions that bind the incoming Council.

This includes a commitment to comply with the requirements of section 93A of the Act relating to "major policy decisions".

Major Policy Decisions

"Major Policy Decisions" are defined in the Act – section 93A(6) to be decisions:

a) *relating to the employment or remuneration of a Chief Executive Officer under section 94 of the Act, other than a decision to appoint an acting Chief Executive Officer.*

b) to terminate the appointment of a Chief Executive Officer under section 94.

c) to enter into a contract the total value of which exceeds whichever is the greater of –

(i) $100,000 or such higher amount as may be fixed by Order in Council under section 186(1); or

(ii) 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year. (Colac Otway 2011/12 - $217,000)

d) to exercise any power under section 193 of the Act if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of $100,000 or 1% of the Council's revenue from rates and charges levied under section 158. in the preceding financial year .

If Council considers that there are extraordinary circumstances where Colac Otway's community would be significantly disadvantaged by the Council not making a major policy decision, the Council will, by resolution, request an exemption from the Minister for Local Government, in accordance with section 93A(2) of the Act.

This table explains the circumstances regarding the making of major policy decisions:

Proposed Policy Decision	Is it allowed?	Authority
Entering into a contract the value of which is approx $217,000 or greater	No	s93A LGA
Exercising any entrepreneurial power under section 193 of the Act the value of which is $217,000 or greater	No	s93A LGA
A recommendation to Council which if approved would significantly affect the municipality	Only with approval of CEO	This is an internal Council requirement which goes beyond the statutory requirements.
Any other significant decisions not included above that will bind the incoming Council unless a statutory or mandatory requirement within the timeframe	Only with approval from the CEO	This is an internal Council requirement which goes beyond the statutory requirements
Application for exemption from the requirements of the Act regarding major policy decisions	Yes, but only with the approval of the CEO	S93A(3) LGA and internal guidelines

Criteria for CEO approval

Where the CEO is required to determine if a matter that is not a major policy decision under section 93A of the Act should be addressed during the caretaker period, the CEO should consider:

- whether the matter is likely to be controversial
- whether the matter is significant
- whether a decision could wait until after the election
- the financial implications if a decision was made during the election period or deferred until after the election
- the best interests of the Council.

5 PUBLIC CONSULTATION

5.1 Right to Postpone

Some public consultation activities may be necessary during the caretaker period to facilitate the day to day business of Council and ensure matters continue to be proactively managed.

Any such public consultations will avoid express or implicit links to the election.

In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the caretaker period, Council reserves the right to postpone a matter if the issue is likely to affect voting.
Council will not continue or commence public consultation on any contentious or politically sensitive matter after the commencement of the caretaker period.

5.2 Statutory Requirements

The requirements of Clause 6.1 do not apply to public consultation required under the *Planning and Environment Act* 1987, or matters subject to section 223 of the Act.

6. COUNCIL PUBLICATIONS

6.1 Section 55D of the Act places limitations on Council from printing, publishing or distributing publications during a caretaker period. This is to ensure that Council does not utilise public funds that may influence or be seen to influence people's voting intentions.

6.2 Council must not print, publish or distribute a publication during the caretaker period unless it has been certified in writing by the Chief Executive Officer.

6.3 The Chief Executive Officer must not certify a publication that contains electoral matter – it is an offence for the Chief Executive to contravene this requirement.

6.4 Electoral matter is any matter that is intended or likely to affect voting in an election.

6.5 The certification by the Chief Executive Officer must be in writing and cannot be delegated. Certification wording – over the Chief Executive Officers signature – should be as follows ***"Certified by the Chief Executive Officer in accordance with section 55D of the Local Government Act 1989".***

6.6 The interpretation of section 55D is extremely broad. Even though section 55D refers specifically to "an advertisement, handbill, pamphlet or notice" it has been interpreted to refer to documents produced for the purpose of communicating with the community, including:

- Council newsletters
- Advertisements and notices eg job advertisements, public notices of contracts etc.
- Media releases
- Leaflets and brochures
- Mailouts to multiple addresses

All these publications will require certification by the Chief Executive Officer provided that the CEO is certain it does not contain electoral matter.

6.7 Material is definitely electoral matter if it:

- Publicises the strengths or weaknesses of a candidate;
- Advocates the policies of the Council or of a candidate;
- Responds to claims made by a candidate;
- Publicises the achievements of the elected Council;
- Publicises matters that have already been the subject of public debate;

- About matters that are known to be contentious in the community and likely to be the subject of election debate.
- Dealing with Election Candidates statements;
- Referring to Councillors or candidates by name or by implicit reference.

6.8 Section 55D also applies to the publication of material on Council's website. This applies to all websites under the auspices of Council. ie. new pages on the website or new material will require certification by the CEO.

6.9 The recommended practice – in line with State and Federal Governments –is where possible to avoid all publication activity during the caretaker period except where it is essential for the conduct of Council operations.

6.10 A number of Council publications with references to either current Councillors or candidates, both on website, public display and other electronic media under the Council's control will be withdrawn from display during a caretaker period.

6.11 During the caretaker period Council's website will not contain material which is precluded by this policy or the statutory requirements relating to publications. Any references to the election will only relate to the election process.

6.12 Profiles of current Mayor and Councillors will be removed from Council's website during the caretaker period but retain their contact details for their day-to-day role as Councillor ie. names, photos and mobile numbers.

6.13 Any new material published on Council's website during the caretaker period that may be considered to be an advertisement, handbill, pamphlet or notice must also be subject to the certification process. Council agendas, minutes and the annual report are considered exempt from certification.

6.14 Council is required by the Act to produce an annual report, which is usually published during the caretaker period. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors but will fulfil its statutory obligations on reporting matters.

6.15 Social Media – any publication on social media sites such as facebook or twitter that are under the auspices of Council will also require certification by the Chief Executive Officer. Similar requirements apply to Council blog sites.

Staff responsible for administering individual social media sites will monitor their respective sites during the caretaker period and use moderation features where available to ensure no electoral matter is posed.

7. MEDIA

Council's Public Relations services are intended to promote Council activities or initiatives and must not be used in any way that might favour a candidate.

7.1 Media Advice

Any requests for media advice or assistance from Councillors during the election period will be channelled through the Chief Executive Officer or the Public Relations co-ordinator. No media advice or assistance will be provided in relation to election issues or in regard to publicity that involves specific Councillors.

7.2 Media Releases/Spokespersons

Media releases will not refer to specific Councillors. Where it is necessary to identify a spokesperson in relation to an issue the Chief Executive Officer or his delegate will determine the appropriate person.

7.3 Publicity Campaigns

During the election period, publicity campaigns, other than for the purpose of conducting the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council activity, the Chief Executive Officer or his delegate must approve it. In any event, Council publicity during the election period will be restricted to communicating normal Council activities and initiatives.

7.4 Councillors

Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of an election campaign.

7.5 Council Employees

During the election period no Council employees may make any public statement that relates to an election issue unless the statement has been approved by the Chief Executive Officer or the relevant General Manager.

8. COUNCIL RESOURCES

It is an established democratic principle that public resources must not be used in any way that would influence the way people vote in elections, except in regard to supporting the actual election process. The Council therefore commits to the principle that it will ensure that Council resources are not used inappropriately during an election period.

8.1 Photocopying for election campaigning purposes by Councillors or staff on office machines is not permitted. Time limits for the continual use of public photocopy machines will be enforced to ensure that this facility is available to the whole community on an equal basis.

8.2 Databases and mailing lists held by the organisation remain the property of the Council and are subject to the requirements of the *Information Privacy Act* 2000 and are therefore not available to members of the public, candidates or to Councillors.

8.3 The organisation will not prepare or produce any materials associated with Councillors individual election campaigns.

8.4 No Council logos, letterheads or other Council branding should be used for, or linked in any way to a candidate's election campaign.

8.5 Councillors will not use Council issued mobile phones and email addresses for election campaigning purposes.

8.6 The use of Council's internet or intranet sites for any activity to do with election campaigning is prohibited. This includes linking Council websites to private candidate websites.

8.7 Access to the voters' roll is subject to the requirements of the Act and Information Privacy legislation. A copy of the voters roll will be provided to candidates by the Returning Officer. The voters roll will be available for inspection during the election period at advertised times.

8.8 The organisation will continue to provide support to Councillors with respect to their normal day to day Council business. Matters that are controversial or relate to election issues should be referred to the CEO.

8.9 Out-of-pocket expenses paid by Councillors during the election period for necessary costs incurred in the performance of their duties, which do not relate to any election campaign, will be reimbursed with the authority of the CEO.

8.10 Council facilities booked for electoral campaigning purposes by Councillors, candidates or supporters or other persons during the election period will be let at the same rate to all hirers.

Any staff member who considers that a particular use of Council resources may influence voting in the election must obtain approval as outlined in these procedures before authorising, using or allocating the resource. Council staff must not be asked to undertake any tasks connected with a candidate's election campaign.

9. FUNCTIONS AND EVENTS

Reference to events and functions means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Council and its community and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners, receptions and balls.

9.1 Public Events Staged by External Bodies

Councillors may continue to attend events and functions during the election period.

9.2 Council Events and Functions

Council organised events and functions held during the election period will be reduced to only those essential to the operation of the Council. This may be varied by a Council resolution or where the Chief Executive Officer has given prior approval.

9.3 Speeches/Keynote Addresses

Councillors may make speeches at Council organised or sponsored events and functions during the election period subject to prior approval of the Chief Executive Officer.

9.4 Publication of Promotion Material

In preparing any material concerning a Council organised or sponsored function or event that will be published or distributed during the election period, such preparation must be consistent with the controls under section 7 of this policy.

10. INFORMATION

10.1 Council Business

As Councillors must continue to perform their elected role during the election period, they will, as a matter of course receive all necessary information for them to fulfil that role. Information to be provided to Councillors will include:

- Information that is publicly and freely available – Council Plans, Annual Reports, strategies, policies and the like.
- Information and advice provided by Council's management as part of Council meeting agendas. This information is of course publicly and freely available.
- Briefing papers in relation to matters to be decided upon at forthcoming Council meetings. It is likely that the briefing information provided to Councillors during the election period will be of a more routine nature than normal, given the approach to decision making during the election period.

10.2 Requests for Information

- Council staff are not to provide information to Councillors or candidates that could be perceived to support election campaigns. Any requests for such information should be referred to the CEO.

- Enquiries from Councillors, candidates and the public about the election process will be referred to the Returning Officer for the election so that a consistent response is maintained.

- Customer services staff and other Council officers when carrying out their duties, should not offer comment to members of the public about any Councillors or candidates, except to provide contact details for current Councillors. Any request to provide details of achievements of the current Council should be refused or referred to the CEO.

- All candidates for the Council election will be treated equally.

11. RELATED LEGISLATION/POLICIES

- Local Government Act 1989
- Victorian Electoral Act 2002
- Council Code of Conduct

12. IMPLEMENTATION AND REVIEW

Prior to an election period, the Chief Executive Officer will ensure that Councillors and Council staff are advised in regard to the application of the Pre-Election Caretaker Policy.

The Pre-Election Period Caretaker Policy will be published on Council's website.

The Pre-Election Period Caretaker Policy will be reviewed and published before each Colac Otway Shire general election.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
26 August 2008	Adopted by Council
28 October 2009	Review
28 March 2012	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Councillor Support**
Council Policy ref. no:	18.5
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. BACKGROUND

Under the *Local Government Act* 1989 (the Act), Councillors are entitled to resources and facilities, support and reimbursement of expenses related to their duties as a Councillor.

The Act requires Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees and sets out the minimum tool kit of resources and facilities for Councillors.

This policy has been developed with reference to the Act and:

- Recognition and Support, the Victorian Government's policy statement on Local Government Mayoral and Councillor Allowances and Resources - April 2008 (Recognition and Support); and the

- Victorian Government's Information Guide on Mayor and Councillor Entitlements – Reimbursement of Expenses and Provision of Resources and Facilities Support for Victorian Mayors and Councillors November 2008.

2. PURPOSE

To outline the resources, facilities and support available to Councillors to enable them to fulfil their responsibilities as elected members of the community. These include:

- Allowances paid to the Mayor and Councillors;
- Mayoral vehicle;
- The facilities, resources and support Council considers necessary or appropriate to provide support to Councillors in the performance of their duties as a Councillor; and
- The circumstances under which Council will make payment for –
  - professional development;
  - reimbursement of travel expenses; and
  - reimbursement of other expenses.

3. POLICY

Councillors will be provided with resources, support and access to facilities to assist them to fulfil their responsibilities as elected members of the community.

4. SCOPE

This policy applies to all Councillors.

5. APPLICATION

The provision of facilities, resources and support to Councillors and the expenses paid or reimbursed for Councillors will be made on an equitable basis.

Duties performed for the purposes of achieving the objectives of Council having regard to any relevant Act, Regulations, Ministerial Guidelines and Council policies, Councillors are entitled to access facilities, support and resources as described in this policy and the *Local Government Act* 1989. These include:

- Attending Ordinary and Special Council meetings, meetings of Committees of Council, formal briefing sessions and civic or ceremonial functions convened by the Council, the Mayor or the Chief Executive Officer.
- Attending meetings or workshops scheduled by the Council, the Mayor or the Chief Executive Officer.
- Participation in site inspections or meetings, or participating in delegations or deputations to which the Councillor has been duly appointed as a representative of Council.
- Attending a meeting or function as the nominated representative of Council or the Mayor.
- Attending meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed Council delegate or the nominated representative of Council.
- Attendance at site inspections or meetings relevant to a matter which is, or is anticipated to be the subject of a decision of Council.
- Attendance to discuss with officers or any person any matter relating to the Shire.
- Attending seminars, training or professional development courses as an attendee and/or speaker and which:
    - contribute to the development of personal and professional skills or knowledge of the Councillor which are necessary for the performance of the duties of a Councillor; and
    - Are consistent with Council's objectives; and
    - Will cover or present material with application/importance/relevant to current or future issues faced by the Council; and
    - Are within the Councillors annual budget allocations for the provision for seminars and training.

- Attending conferences as an attendee and/or speaker as Council's nominated representative or delegate and which:
  - are consistent with Council's objectives; and
  - will cover or present material with application/importance/relevance to current or future issues faced by the Council; and
    are within the Councillors annual budget allocations for the provision for conferences and seminars.

6. GUIDELINE

The policy is not intended to prescribe for every possible situation that may arise. Should a situation arise that is not adequately covered by this policy, the matter will be referred to the Chief Executive Officer for determination.

The fundamental test to be applied in determining whether or not a Councillor expense is appropriately incurred is whether the expenditure is necessary because it is supplemental or incidental to, or consequent on the exercise of Council duties.

- Expenses incurred by Councillors when acting in a private capacity will not be reimbursed or paid.
- Any costs incurred by a Councillor which are not covered specifically within this policy will not be met, unless the Councillor has received prior written authorisation from the Chief Executive Officer.
- Supporting evidentiary documentation will be required for all Councillor expense reimbursement and payments.
- Reference to the Chief Executive Officer throughout this policy will extend to his or her delegate.

7. COUNCILLOR ALLOWANCES/REIMBURSEMENTS

7.1 Mayor and Councillor Allowance

Section 74 of the Act allows the Governor in Council to set allowances for the Mayor and Councillors.

- The most recent Order in Council sets out specific annual Mayor and Councillor allowances based on three categories of Council. Colac Otway is known as a category 2 municipality therefore the range for a Mayor and Councillor allowance is limited to the category 2 range, plus the amount equivalent to the Superannuation Guarantee (currently 9%) where applicable.
- Council will increase allowances in accordance with any adjustment factor gazetted by the Minister for Local Government each year, as required under the Act.
- Mayor and Councillor allowances will be paid 4 weekly in arrears and the allowances will be set following each municipal general election.
- Mayor and Councillors allowances are taxable income and Councillors should put in place their own processes for documenting claimable expenses. Any personal taxation implications from the receipt of allowances are the responsibility of individual Councillors.

7.2 Mayor's Vehicle

A fully maintained vehicle will be provided to assist the Mayor to carry out his/her duties and for private use during the Mayoral term. In order to achieve an improved environmental outcome the Mayor's vehicle is to be no larger than a medium sized passenger vehicle with a fuel consumption for a petrol or diesel fuelled vehicle of not more than 9 litres/100 kilometres or an LPG vehicle. (based on the official fuel rating)

The vehicle is to be operated and maintained in line with the Light Fleet Policy.
Where possible vehicles should attain a minimum of 4 stars under ANCAP safety assessment criteria.

7.3 Travelling Expenses

Wherever practicable Councillors are to use a Council pool car for travel involved in performing their duties. This is to be requested through the Executive Office.

Upon the completion and forwarding of a travelling Claim Form, travelling expenses will be paid to Councillors for out of pocket expenses related to:

- Council meetings and Council business related to Council meetings.
- Council functions.
- Meetings arising as a result of a Councillor being appointed by the Council to an external body as Council's formal representative.
- Other meetings, events or occasions as agreed by the Mayor or Chief Executive Officer from time to time, or by resolution of the Council.

7.3.1. Travel within Victoria or interstate

When Councillors are travelling within Victoria or interstate they should use the mode of transport that is the most cost effective.

- Travel must be undertaken by the shortest practical route.
- Any time occupied in other than authorised Council business shall not be included in the calculation of any expenses to be paid.
- Where travel is by air the standard form of travel will be economy class.
- Claims will only be paid on the actual form of transport.

The allowance payable to Councillors for use of their own private vehicle on Council business shall be in accordance with the rates prescribed in the Victorian Local Authorities Interim Award as varied from time to time.

Any expenses from breach of road, traffic parking or other regulations or laws, will not be reimbursed by Council.

7.4 Remote Area Travel Allowance

Where a Councillor (including a Mayor) normally resides more than 100 kilometres (round trip) by the shortest possible practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings of the Council or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend, he or she shall be entitled to:

- be paid an additional allowance of $40.00 per day, up to a maximum of $5,000 per annum.

The Remote Area Travel Allowance is classified as Travel Allowance in the Annual Report.

7.5 Reimbursement of Child Care Expenses

Councillors incurring bona fide child care expenses paid to:

- A recognised child care provider; or
- To a person who does not;
  - have a familial or like relationship with the Councillor;
  - reside either permanently or temporarily with the Councillor; or
  - have a relationship with the Councillor or his/her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider;

will be reimbursed to a maximum of $2,000 per year when the child care is necessary to allow the Councillor to attend:

- Council meetings and Council business related to Council meetings;
- Council functions; or
- Meetings arising as a result of a Councillor being appointed by the Council to an external body.

Child care payment or reimbursement claims should be submitted to the Chief Executive Officer and must be accompanied by a receipt from the care provider showing the date and time care was provided and other details nominating the reasons child care was necessary.

7.6 Other

7.6.1 Stationery

Councillors may access and use standard stationery held or obtained generally for the council's requirements, including:

- paper, business cards, writing implements, diaries, writing pads/books, interview pads, computer discs, envelopes and the like.

Council stationery may only be used for carrying out duties as a Councillor.

7.6.2 Protective Clothing

Where requested, Council will lend the Councillors protective clothing required to assist in carrying out the duties of office. This clothing must be returned promptly upon the completion of the duty.

Protective clothing includes:

- wet weather pants and pullover
- gumboots
- winter jacket and/or hat.

7.6.3 Legal

Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

7.6.4 Meals/Refreshments

Where Council meetings are held at times that extend through normal meal times, Council will provide suitable meals. Councillors will be notified of meal arrangements for each meeting.

7.6.5 Insurance

Councillors are covered by the following Council Insurance Policies while discharging, in good faith, the duties of civic office including attendance at meetings of external bodies as Council's representatives:

a) Public Liability
b) Professional Indemnity
c) Councillors and Officer liability
d) Personal Accident Insurance (accompanying partners also covered)

The Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

7.6.6 Mail

Council will post mail which has been generated by Councillors in performing their duties. (Any document written by a Councillor in performing their duties is a Council document and a record must be kept by the Council.) This will be co-ordinated through the Executive Office.

7.6.7 Other Expenditure

Any expenditure not specified above as expenditure for which a Councillor is entitled to be reimbursed or paid by Council shall be the responsibility of the Councillor, except where the Mayor and Chief Executive Office agree otherwise.

8. COMMUNICATION AND EQUIPMENT EXPENSES

8.1 Communications Equipment Provided

Councillors shall be provided with appropriate communications equipment to ensure that they can adequately and efficiently perform their role as a Councillor, which as a minimum will include:

- A mobile phone (iphone with email and calendar)
- IPad with Next G internet connection
- Access to a copier/printer
- A home ADSL internet connection where next G is unavailable
- Council email account
- Other equipment as agreed

The make, model and specifications of any communications equipment, the associated contracts or plans and the replacement of any communications equipment shall be at the discretion of the Chief Executive Officer or their delegate.
The above facilities remain the property of the Council and must be returned at the end of a Councillor's term of office.

Council will meet the purchase, installation, maintenance and service, connection and disconnection, subscription, rental and usage costs for all Council provided communications equipment.

Council will only meet the incidental costs of two next G internet connections for each Councillor, except where additional, short term connections are required to facilitate travel or where the connection is necessary or appropriate for the purposes of achieving the objectives of Council.

Council may reimburse the purchase, installation, maintenance and service, connection, subscription, rental and usage expenses for equivalent equipment not provided by Council.

Councillors will only be reimbursed for such expenses where the purchase, installation, maintenance, service, connection, subscription, rental or usage has been approved in advance by the Chief Executive Officer.

Council may reimburse an amount less than the amount claimed, where the actual expense incurred is considered unreasonable, taking into account the estimated costs of using equivalent communications equipment provided by Council.

Council provided communications equipment is to be used for Council related business activities however it is acknowledged that, on occasion, limited personal use may be made of communications equipment.

Councillors will be regularly provided with mobile phone usage accounts and are required to sign a statement on each account, confirming:

- The value or amount of business use; and
- The value or amount of reasonable personal use.

Councillors are required to reimburse Council for the cost of their personal use of the equipment.

Council will review Councillors communication equipment and will update equipment at:

- The commencement of each electoral term;
- Any stage during the electoral term where Council believes an update is appropriate.

8.2 Use of Council Equipment

Use of Council provided equipment is for Councillors use only.

The information technology platform provided for Councillors is based on Colac Otway Council licensed software and to assist the efficiency of the information technology no additional software is to be loaded onto Council provided hardware without the consent of the Chief Executive Officer.

Councillors have the responsibility to protect the equipment directly under their control.

Anti-virus protection and detection software is installed on Council communications equipment. Any suspected virus activity should be reported to the Manager Information Services.

Councillors are required to contact the Manager Information Services directly to report any damage or malfunction of any equipment.

8.3 Compliance with IT Policies

Councillors are to comply with the following Council policies:

- Information System and Security Practices and Procedures (SSPP) Operational Policy
- Fixed and Mobile Telephone Policy
- Smart Phone and Tablet Usage Policy

9. CONFERENCES AND SEMINARS

Councillors are encouraged to attend conferences and seminars relevant to their role, to enhance their personal skills and knowledge.

As part of the annual budget process an amount will be allocated for the attendance of Councillors at conferences and seminars and to participate in training.

All expenditure by Council on Councillor attendance at conferences, training sessions, seminars, trade delegations etc. will be assessed against the following criteria:

a) Applicability of conference material to current or like future Shire issues.

b) The importance of the event in terms of its provision of:

- relevant and necessary training;
- key information;
- economic development opportunities;
- networking opportunities.

Councillors sponsored by the Council to attend conferences and seminars shall have all reasonable expenses for travelling, transport, accommodation, registration fees, meals and out of pocket expenses relating to the conference/seminar reimbursement or paid on their behalf.

Councillors must obtain approval from both the Mayor and Chief Executive Officer or alternatively the full Council:

- to attend such conference/seminar where expenses are likely to be claimed; or
- to use a Council vehicle for transport to or from such function.

Note: the MAV Conference is to be automatically approved for attendance.

Any expenditure greater than $600 (including registration, travel and accommodation) for a Councillor to attend a conference, seminar, training session, trade delegation, friendship visit etc. must be approved by Council. Approval is dependent upon the cost being within budget and being consistent with Council's goals and strategies.

Council may agree to a set contribution towards a Councillor's cost to attend a conference or seminar rather than the full costs in certain circumstances eg. if the costs are high or the benefits not significant to Council.

When attending approved conferences/seminars Councillors must:

- keep log of all related receipts;
- arrange with the Finance Unit for conference/seminar costs to be prepaid if required;
- complete a staff/councillor travel form for any related or overseas travel.

Expenses for Councillors wishing to make their own arrangements for transport or accommodation will be reimbursed as determined by the Chief Executive Officer.

To maximise the benefit derived from attending conferences and seminars, Councillors are required to present a written report to a Council meeting on the outcomes of the conference or seminar, unless the seminar was attended by the majority of Colac Otway Shire Councillors. The report is to be provided within 2 months of attendance.

10. SUBMISSION OF A CLAIM FOR REIMBURSEMENT

10.1 All claims:

- are to be submitted on the prescribed form, authorised by the CEO and forwarded to the Finance Unit.
- should be accompanied by fully accredited receipts/tax invoices for any expenses claimed. If receipts cannot be produced, Councillors may be required to provide a statutory declaration.
- Claims must include sufficient detail to demonstrate in accordance with the Act, that the expense for which reimbursement is claimed is a reasonable bona fide out-of-pocket expense incurred while performing the duties of a Councillor.

10.2 Timeframe for Submission of Claims

Councillors are required to submit claims including travelling in a timely manner (within 1 month of the expense being incurred) to ensure transparency and timely accountability.

Claims for reimbursement of expenses during the month of June must be submitted within 7 working days of the end of financial year.

Claims for reimbursement which are not in accordance with this policy will not be processed.

10.3 Exclusions

Any expenses arising from a breach of road, traffic, parking or other regulations or laws, including Council Local Laws will not be reimbursed or funded in any way by Council.

If a councillor chooses not to claim a particular expense, this cannot be offset against a claim for any additional amount associated with another expense.

Claims for expenses other than those included in these guidelines will not be reimbursed, except in exceptional circumstances and after Council has resolved that the claim is reasonable and should be reimbursed.

11. REPORTING

The Annual Report shall include the amount paid or attributed to a Councillor and include (but are not limited to) allowances, travel allowances and use of motor vehicle.

The Annual Report shall include a table detailing what equipment is provided to each Councillor.

12. RELATED LEGISLATION AND DOCUMENTATION

- *Local Government Act* 1989
- Information System and Security Practices and Procedures (SSPP) Operational Policy
- Fixed and Mobile Telephone Policy
- Smart Phone and Tablet Usage Policy
- Smart Phone and Tablet Usage Guidelines

13. IMPLEMENTATION AND REVIEW

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

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
28 March 2007	Adopted by Council
25 February 2009	Review
25 August 2010	Review
19 December 2012	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Audio Recordings of Council Meetings**
Council Policy ref. no:	18.6
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

Local Law No 4 – 2009 Council Meeting Procedures and Common Seal regulates video and audio recording of Council meetings as follows:

Clause 36 – Prohibition of Unauthorised Recording of Meetings

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

2. PURPOSE

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

3. APPLICATION

This policy applies to:

- Councillors and members of the public requesting access to records of audio recordings of Council and Committee meetings; and
- staff involved in creating, storing, using, disclosing, providing access to and disposing of audio recordings of Council and Committee meetings.

4. DEFINITION OF AUDIO RECORDING

"Audio recording" in this document means any recording made by any electronic device capable of recording sound. This includes, but is not limited to, recordings made by video camera, cassette recorder, digital audio tape, mobile phone or such other device capable of being used to record a conversation or words spoken and stored on compact disc (CD) or in any other format.

5. PRINCIPLES

5.1 Creation of audio recordings

5.1.1 Purpose of audio recordings

Audio recordings will be made of:

- all Ordinary Council meetings;
- all Special Council meetings;
- all Planning Committee meetings; and
- such other Committee meetings as the Council may direct by resolution,

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

Matters discussed by Council or a Committee at a meeting or part of a meeting that is closed to members of the public in accordance with section 89(2) of the *Local Government Act 1989* will not be recorded.

5.1.2 Audio recordings by individuals

Clause 36 of Council's Local Law No. 4 provides:

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

Council does not generally permit individuals to make audio recordings of meetings.

Individuals wishing to make an audio recording of a meeting are required to make a written request addressed to the Council should they seeking to obtain permission to do so.

Any written request must be made at least 7 days before the date of the meeting which the individual proposes to record to ensure that the request can be included on the Agenda for that meeting and a resolution of the Council granting or denying permission can be made.

5.2 Notice of recording

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

The wording of the notice will be as follows:

"***Audio Recording of Council Meetings***

Please note: *All Council and Committee meetings will be audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings.*

Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy.

In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.

Council will not use or disclose the recordings for any other purpose."

The notice will be provided to the public by:

- inclusion on the Agenda for the relevant meeting;
- display at the entry to the relevant meeting room and at points within the relevant meeting room;
- placement on the table from which members of the public address the Council or the Committee; and
- verbal statement by the Chairperson at the commencement of each session of an open meeting.

5.3 Storage of recordings

5.3.1 Secure storage

Council's recordings will be given to and securely stored by the Senior Information Management Officer as soon as is practicable after each Council and Committee meeting.

Audio recordings will be stored securely so that access will be provided only to those members of Council staff who are approved by the General Manager Corporate & Community Services for that purpose.

5.3.2 Retention

Audio recordings are, for the purposes of the *Public Records Act* 1972 and the General Retention and Disposal Authority for Records of Local Government Functions, inputs into the development of Council minutes and can be destroyed when administrative use concludes.

Audio recordings of meetings will be stored and destroyed as soon as their administrative use concludes or 4 years after their creation (whichever is the later) except where retention for a longer period is otherwise required or recommended by the General Retention and Disposal Authority for Records of Local Government Functions published by the Public Records Office.

Audio recordings of Council meetings are "*documents*" for the purposes of the *Freedom of Information Act 1982.* Before an audio recording is destroyed the Senior Information Management Officer will ensure that there are no Freedom of Information requests relating to the recording. If there are requests relating to the recording, the recording will not be destroyed until after the request is dealt and all relevant review and appeal periods have expired.

5.4 Access to recordings

5.4.1 Purpose of access

Access to audio recordings will be provided for the purposes of:

- preparing and verifying the accuracy of minutes of meetings; and
- complying with a requirement imposed by law, such as a court order, warrant, subpoena or a request under the *Freedom of Information Act 1982*.
- if requested by the Ombudsman, assisting in an investigation conducted by the Ombudsman under the *Ombudsman Act* 1973 or any other Act authorising an investigation by the Ombudsman; and
- if requested by the Independent Broad-based Anti-corruption Commission (IBAC), assisting in an investigation conducted by the IBAC under the *Independent Broad-based Anti-corruption Commission Act* 2011 or any other Act authorising an investigation by the IBAC.

5.4.2 Access by staff

Audio recordings of meetings will only be accessed by staff with approval of the General Manager Corporate and Community Services for the purposes outlined above. Access may be approved up until the time that the audio recordings are destroyed or for such shorter time as the General Manager Corporate & Community Services sees fit.

5.4.3 Access by Councillors

Audio recordings of meetings can only be accessed by Councillors with the approval of the Chief Executive Officer or General Manager Corporate & Community Services for the purposes outlined above. Any access so approved will be provided by way of the provision of equipment to listen to the audio recording in the Council offices in a location designated by the Chief Executive Officer or General Manager Corporate & Community Services.

Access will only be provided until such time as the minutes of the meeting to which the audio recording relates are confirmed or at some later stage as required by law. Copies of audio recordings and transcripts of audio recordings will not be provided unless required by law.

This subparagraph operates subject to any other rights of access to Council information that a Councillor has at law.

5.4.4 Access by members of the public

Audio recordings of meetings will not be made available to the public or disclosed to a third party, except as required by law.

6. RELATED LEGISLATION

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

7. IMPLEMENTATION AND REVIEW

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

ADOPTED/AMENDMENT OF POLICY

Reviewed Date	Reason for Amendment
21 November 2007	Adopted by Council
27 January 2010	Review

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Council Committees**
Council Policy ref. no:	18.8
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. PURPOSE

The purpose of this policy is to provide a consistent approach to the establishment of Council Committees on which there is Councillor representation. Council Committees are an important tool for engaging the community in Council decision making. Participation by interested parties and affected stakeholders assists Council in making decisions that incorporate the interests and concerns of affected stakeholders. This policy governs the operation of Special Committees, Advisory Committees, Specific Purpose Committees and External Committees.

Each year Council appoints Councillor and officer representation to a number of committees. Their role in relation to these committees can range from delegated authority to representation, advocacy and consultation. The policy provides support and direction in the formation of committees and distinction between the roles and responsibilities of different committees on which there is Councillor representation.

This policy governs the establishment of committees and the ongoing review of existing committees giving the Council the opportunity to monitor the performance and relevance of all committees against the Annual Plan. This structured approach clearly articulates the role of each different committee type and allows for a review of the relevance and the performance against documented Terms of Reference and annual objectives for each committee. This approach will ensure that committees do not operate in perpetuity beyond achieving their purpose.

2. SCOPE

This policy applies to the formation, development and sunsetting of Council endorsed committees including:

- Special Committees – comprising only Councillors
- Special Committees – other S86 committees who manage facilities on behalf of Council
- Advisory Committees
- Specific Purpose Committees
- Youth Council
- and where detailed in the policy involvement in External Committees.

This policy applies to Councillors, public members of committees and staff members of committees.

3. REFERENCES

- *Local Government Act* 1989
- Processes of Municipal Government Local Law No 4
- Conflict of Interest Guidelines

4. DEFINITIONS

(a) Special Committees

Formally appointed committee under section 86-88 of the Local Government Act 1989. Council may formally delegate decision making powers and responsibilities to a Special Committee.

The first category of Special Committees are those which comprise only Councillors. Council currently has 1 special committee in this category:

- Planning Committee of Council

The second category of Special Committees are other S86 Committees who manage facilities on behalf of Council.

Current special committees in this category are:

Alvie Recreation Reserve
Barongarook Public Hall and Tennis Reserve
Barwon Downs Hall
Beech Forest Hall
Beech Forest Recreation Reserve
Birregurra Hall
Carlisle River Recreation Reserve
Chapple Vale Hall
Colac Municipal Aerodrome
Cororooke Public Hall
Cressy Hall
Eurack Hall and Tennis Reserve
Irrewillipe Public Hall and Reserve
Kennett River Tennis Reserve
Larpent Recreation Reserve
Lavers Hill Public Hall
Lavers Hill Waterhole Reserve
Old Beechy Rail Trail
Pennyroyal Hall and Tennis Reserve
Pirron Yallock Recreation Reserve
Stoneyford Hall
Swan Marsh Hall and Tennis Club
Tirrengower Drainage
Warncoort Tennis Reserve
Warrion Public Hall
Yeo Recreation Reserve

How Council Assists S86 Special Committees? What are our Responsibilities?

- Recognition of the important role played by Committees of Management in the efficient operation and management of facilities.
- Delegate powers to the committee.
- Provide support and assistance to committees in matters regarding maintenance, grants, facility development etc.
- Provide guidance to committees to ensure they have adequate information to continue their operation and management of the facility.
- Maintain effective communication links between the Shire and the various groups utilising the facilities.
- Undertake information forums as required to provide information to committees and user groups of relevant changes to Council policy or provide information on issues of importance.
- Provide reminders to committees re annual returns, financial information, copies of minutes etc.

Section 86 Special Committees Policy

There is a separate Council Policy for Section 86 Special Committees – Management of Council Owned and Controlled Properties – Policy No 15.2.

(b) Advisory Committees

The main function of an Advisory Committee is to assist Council in the consultative process and provide valuable information to support the decision making of Council and in turn the achievements of its objectives under the Community and Council Plan. Furthermore, Advisory Committees allow Council to access independent external advice that may be available in the community. These committees would generally have a lifespan beyond one year and be focused in conjunction with a Council Plan or Strategy.

The Council has a number of Advisory Committees including the Audit Committee which is established in accordance with section 139 of the *Local Government Act* 1989 and will operate generally in accordance with the Act and any Ministerial guidelines.

(c) Specific Purpose Committees

Specific Purpose Committees are created for a discrete and specific purpose and their role is to review an issue or undertake a project and report back to Council. These committees sunset at the delivery of the project brief. The committee may be ongoing in that it performs an annual function.

(d) Youth Council

The Colac Otway Shire Youth Council has the following objectives:

- To provide a forum for the Colac Otway Shire Council to consult with and receive advice from youth in order to ensure the provision of high quality, affordable and flexible youth program.
- To promote and encourage the involvement of youth in the planning, development and implementation of matters associated with young people in the community.

- To ensure that the views of youth are canvassed and conveyed to Council.
- To provide advice to Council on appropriate youth programs.

(d) External Committees

Community and Industry based committees that operate with their own Terms of Reference or mandate where Council has been invited to participate in partnership or as a community advocate. Current examples of External Committees are:

- Barwon Regional Waste Management Committee
- Corangamite Regional Library Corporation
- Geelong Otway Tourism Board
- Great South West Municipalities Group
- Municipal Association of Victoria
- G21

(e) Committees of Management – Crown Land

Council has been appointed under the *Crown Land (Reserves) Act* 1978 to manage a number of reserves on behalf of the Minister and have responsibility and authority to manage, improve, maintain and control the reserve.

Appendix 1 provides a summary of "What are Council's Responsibilities where Council is the Committee of Management?"

5. COUNCIL POLICY

General Provisions

Although the different types of Council, Special, Advisory, Specific Purpose and External Committees have different roles within and relationships with Council, a standard Terms of Reference template must be used to create a common ground for all committees to begin from.

The Terms of Reference provides a framework within which the Committee operates. Included in the Terms of Reference is information about the purpose and objectives of the committee, appointment of members, information about meetings, minutes, voting and reporting. A template to assist with the development of a Terms of Reference document is referenced at the end of this document.

Councillors are appointed annually to the various committees.

The term of a Councillor on a committee depends on their appointment at the Statutory meeting of Council or another Council meeting. If a Councillor is not appointed to a committee or a Councillor's term ends, they would no longer be the Council representative on a committee.

The following sections specifically prescribe operating expectations for each committee type.

5.1 SPECIAL COMMITTEES

This section refers only to Special Committees which comprise only Councillors. Other S86 Committees which manage Council owned and controlled properties come under policy No. 15.2.

5.1.1 Formal Appointment

In accordance with section 86 of the *Local Government Act* 1989, Council may establish one or more Special Committees.

5.1.2 Membership, Period of Membership and Method of Appointment

A Special Committee may comprise solely of Councillors, Council staff or other persons or any combination thereof. The most appropriate mix of membership for each Special Committee will be determined by Council at the formation of the Special Committee.

Council may, by resolution, appoint members to a Special Committee and may at any time remove a member from a Special Committee.

Councillors are appointed annually to Special Committees.

The Mayor is, by virtue of the Office, ex-officio member of any incidental committees which may be established by Council from time to time. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights as an ex-officio member of the committee.

5.1.3 Delegated Authority and Decision Making

Council must keep a register of delegations to Special Committees.

The Council must review any delegations to a Special Committee within the period of 12 months after a general election.

Except as provided below, Council may, by Instrument of Delegation, delegate any of its functions, duties or powers under the Local Government Act or any other Act to a Special Committee:

(a) this power of delegation
(b) to declare a rate or a charge
(c) to borrow money
(d) to enter into contracts for an amount exceeding an amount previously determined by Council
(e) to incur any expenditure exceeding an amount previously determined by Council
(f) any prescribed power

The formal Instrument of Delegation provides a Special Committee with the delegated authority to make decisions as if it were the Council. The Instrument of Delegation will define the Special Committee's Terms of Reference/Purpose. A decision of a Special Committee which does not relate to a matter delegated to that Special Committee cannot be given effect to until formally approved by Council.

Subject to section 93A of the *Local Government Act* 1989, Council's Pre-Election Caretaker Policy and the Code of Conduct, a Special Committee acting under a delegation given by the Council, must not make a major policy decision during the election period for a general election.

5.1.4 Notification of Meetings

(a) The Chief Executive Officer must give notice to the public of any meeting of a Council Special Committee, by placement of advice as to the date, time and place of such meeting in the local newspapers at least 7 days before the meeting in accordance with the Local Government Act

(b) If urgent or extraordinary circumstances prevent the Council from complying with the 7 days notice, the minutes must specify the urgent or extraordinary circumstances which prevented the Council from complying.

5.1.5 Meeting Procedures

Special Committee meetings shall be conducted in accordance with Processes of Municipal Government Local Law No 4 where Council has resolved that the provisions of the Local Law are to apply.

A meeting of a Special Committee must be held at a time and place determined by the Special Committee.

Meetings are open to the public unless the committee resolves to close the meeting in accordance with section 89(2) of the *Local Government Act* 1989.

5.1.6 Chair

The Mayor will be the chair of the Planning Committee of Council. The position of Chairperson of other Special Committees comprised solely of Councillors shall be reviewed annually immediately following Councillor appointments to committees.

5.1.7 Agendas and Minutes

Agendas and minutes must be prepared for each meeting of a Special Committee. The agenda must be provided to members of a Special Committee not less than 48 hours before the time fixed for the holding of the meeting.

Where a Special Committee has delegated powers, the Chief Executive Officer must ensure that all agendas for meetings of that committee are provided to all Councillors (whether or not they are members of the committee).

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of a Special Committee must:

(a) contain details of the proceedings and resolutions made;
(b) be clearly expressed;
(c) be self-explanatory; and
(d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

The Chairperson must submit the minutes of a committee meeting to the next meeting of the committee for confirmation. If the minutes are confirmed, the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.

Agendas and minutes are available to the public excluding any confidential reports and attachments.

5.1.8 Voting

Each member of a Special Committee present at a meeting of the Special Committee who is entitled to vote is entitled to one vote.

All members of a Special Committee have equal voting rights unless otherwise stated. Council may specify in the Instrument of Delegation to the Special Committee that a member of a Special Committee who is a member of the public or of Council staff does not have voting rights.

In the event of an equality of votes the Chairperson has a second vote.

5.1.9 Conflict of Interest Provisions

Members of a Special Committee are required to comply with the Conflict of Interest provisions contained in Division 1A of the *Local Government Act* 1989.

Council may, by resolution, exempt a member of a Special Committee, who is not a Councillor, from being required to submit a Primary Return or an Ordinary Return.

With the above exception, all other Conflict of Interest provisions contained in Division 1A that relate to members of a Special Committee shall apply.

Where a member of a Special Committee has an interest or conflict of interest in a matter that is likely to be discussed, the member must declare that interest immediately prior to the matter being considered by the Special Committee.

Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

(a) Where a member has declared a conflict of interest they are to leave the room while any discussion or any vote is taken in relation to the matter.
(b) The member is to remain outside the room or other area in view or hearing of the matter.
(c) The member may return to the room after consideration and all votes on the matter.
(d) If a member is not intending to be at the meeting where he/she is aware that they have a conflict of interest in an agenda item they are to inform the chairperson of their conflict of interest before that meeting is held.

5.1.10 Administrative Support

Administrative support is provided to Special Committees comprised solely of Councillors by the department whose functions are most aligned to the committee.

5.1.11 Sunset Clause

Council is required to consider the continuation of the special committee and its formal Instrument of Delegation within 12 months following a general election. Whilst this is not a legal requirement, it is considered appropriate as a good governance practice.

5.2 ADVISORY COMMITTEES

5.2.1 Terms of Reference

The Terms of Reference must be presented to Council for consideration and adoption at the inception of the committee. The Terms of Reference must include a clear statement of purpose and the committee's objectives. Objectives should be supported by measurable outcomes that will be reported to Council.

The Terms of Reference and objectives of an Advisory Committee are to be reviewed by the committee biennially and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the committee and be presented to Council for formal approval.

See Appendix 2.

5.2.2 Membership, Period of Membership and Method of Appointment

The most appropriate mix of membership will be determined by Council. The committee may comprise:

- **Councillor(s)** - appointed annually by Council
- **Community Representative(s)** – appointed by Council through a registration of interest and selection process for a period of up to (3) years. Every effort should be made to ensure a representative cross section of people from the municipality are elected to the committee, as appropriate.
- **Staff** – appointed for a time period specified by the Chief Executive Officer or relevant Director to provide administrative support and advice to the committee. Staff do not have voting rights (refer to section 6.2.7) unless specified in the Terms of Reference.

The Mayor is, by virtue of the Office, ex-officio member of any committees which may be established by Council from time to time. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex-officio member of the committee.

5.2.3 Delegated Authority and Decision Making

Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions as if they were the Council. Advisory Committees provide advice to Council and staff to assist them in their decision making.

5.2.4 Meeting Procedures

Advisory Committee meetings shall be conducted generally in accordance with Processes of Municipal Government Local Law No 4 where Council has resolved that the provisions of the Local Law are to apply.

Meetings are to be held at a time and place determined by the Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

5.2.5 Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

Where there is one Councillor representative on the committee that Councillor stands as chair. Where there is more than one Councillor the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

A committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

5.2.6 Agendas and Minutes

Agendas and minutes must be prepared for each meeting of an Advisory Committee. The agenda must be provided to members of the committee not less than 48 hours before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of an Advisory Committee must:

(a) contain details of the proceedings and resolutions made;
(b) be clearly expressed;
(c) be self-explanatory; and
(d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the chair before being published or distributed and then formally endorsed at the subsequent meeting.

The committee must determine through its Terms of Reference whether minutes are to be made available to the public. As a general rule, committees are encouraged to provide this information to the public, with the exception of reports and attachments that are confidential in nature. Where it is determined that minutes will be made available to the public, a copy should be placed on the Internet.

5.2.7 Voting

Councillor and community members have voting rights unless otherwise stated in their Terms of Reference. Staff provide support and advice to the committee and have no voting rights unless specified in the Terms of Reference.

In the event of an equality of votes the chairperson has a second vote.

5.2.8 Conduct and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

A number of Advisory Committees established by Council come under the classification of assemblies of Councillors.

Section 80A of the Act describes procedures that must apply to Councillors at an assembly of Councillors. This has the effect of applying conflict of interest requirements to certain informal meetings, committees and briefings of Councillors and is designed to minimise the risk of a Councillor with a conflict of interest improperly influencing a matter through such meetings.

A record must be kept of an assembly of Councillors which lists the Councillors attending, the matters discussed and any disclosures of conflict of interest. Comprehensive minutes are not required

Part 4.4 describes the rules for disclosing conflicts of interest in an assembly of Councillors.

Definition

An "assembly of Councillors" is a defined term under section 3(1) 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.

Not all gatherings or meetings at which Councillors are present will constitute an assembly of Councillors. Assemblies of Councillors do not include change meetings of Councillors and Council staff that are not planned or scheduled. Nor do they

include meetings of other organisations, such as clubs, associations, peak bodies or political parties.

Section 80A states that Councillors have to follow conflict of interest rules in any meeting classified as an "assembly of Councillors".

A Councillor who has a conflict of interest at an assembly of Councillors must:

- Disclose to the meeting that he or she has a conflict of interest; and
- Leave the meeting while the matter is being discussed.
- Return to the room after consideration and all votes on the matter.

Disclosure

The disclosure should be made immediately before the matter is considered.

It is not necessary to disclose the type or nature of the interest at an assembly of Councillors. It is sufficient to just state that you have a conflict of interest in the matter.

As formal agendas and reports are not necessarily available prior to the meeting, there may be times when a Councillor only realises that he or she has a conflict of interest after the discussion has commenced. In this case, the Councillor should disclose that he or she has a conflict of interest immediately upon becoming aware of the conflict.

5.2.9 Reporting

As a minimum, Advisory Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be formally adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. The report will be presented to Council for noting under the relevant department heading. The committee's Terms of Reference may stipulate more frequent reporting.

5.2.10 Administration Support

Administration support, where required, is provided to Advisory Committees where required by the department whose functions are most aligned to the committee's objectives.

5.2.11 Review of Committee

Advisory Committees will be reviewed as part of the annual Council Statutory meeting.

5.2.12 Audit Committee

Section 139 of the *Local Government Act* provides details on the Audit Committee which is an advisory committee.

"139 Audit Committee

(1) A Council must establish an audit committee.
(2) An audit committee is an advisory committee.

(3) An audit committee must be constituted in the prescribed manner.
(4) An audit committee has the functions and responsibilities prescribed for the purposes of this section.
(4A) Sections 76D, 79 and 81 apply to members of an audit committee as if they were members of a special committee of the Council.
(5) The Minister may make guidelines for the purposes of this section.

(6) Guidelines made under subsection (5) must be published in the Government Gazette.
(7) A Council may pay a fee to a member of an audit committee who is not a Councillor or member of Council staff."

5.3 SPECIFIC PURPOSE COMMITTEES

5.3.1 Terms of Reference

The Terms of Reference must be presented to Council for consideration and adoption at the inception of the committee. Clear objectives for the committee need to be included in the Terms of Reference. The Terms of Reference shall include a project outcome/deliverable and stipulate the timeframe for completion.

For committees that are ongoing in nature, Terms of Reference and objectives are to be reviewed biennially by the committee. Any proposed changes to the Terms of Reference must be presented to Council for formal approval.

5.3.2 Membership, Period of Membership and Method of Appointment

Membership of a Specific Purpose Committee is not prescribed. The most appropriate mix of membership will be determined by Council at the inception of the committee and may include any combination of the following:

- **Councillor(s)** - appointed annually by Council
- **Community Representative(s)** – appointed by Council through a registration of interest and selection process for a period of two (2) years. Every effort should be made to ensure a representative cross section of people from the municipality are elected to the committee, as appropriate.
- **Staff** – appointed for a time period specified by the Chief Executive Officer or relevant Director to provide administrative support and advice to the committee. Staff do not have voting rights (refer to section 5.3.7) unless specified in the Terms of Reference.

The Mayor is, by virtue of the Office, ex-officio member of any committees which may be established by Council from time to time. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex-officio member of the committee.

5.3.3 Delegated Authority and Decision Making

Specific Purpose Committees have no delegated authority to make decisions as if it were the Council.

The Committee's Terms of Reference, as adopted by Council, may provide that the committee has the capacity to make a decision/s in relation to the project brief. In making decisions, the committee must comply with Council policies, procedures and guidelines, particularly in relation to Occupational Health and Safety.

Decisions will be implemented by a staff member who has the appropriate delegation and level of authority.

The committee cannot make decisions outside the agreed scope detailed in its Terms of Reference.

5.3.4 Meeting Procedures

Meeting procedure of a Specific Purpose Committee is not prescribed. As a guide, committees may consider conducting their meeting generally in accordance with Processes of Municipal Government Local Law No 4.

Meetings are to be held at a time and place determined by the Specific Purpose Committee. Specific Purpose Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

5.3.5 Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

Where there is one Councillor representative on the committee that Councillor stands as chair. Where there is more than one Councillor the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

A committee may determine, with consent of the Councillor representative/s, to appoint another members other than the Councillor representative/s as Chairperson.

If the chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s the committee members shall appoint a chairperson for the purpose of conducting the meeting.

5.3.6 Agendas and Minutes

Agendas and minutes must be prepared for each meeting of an Specific Purpose Committee. The agenda must be provided to members of the committee not less than 48 hours before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of a Specific Purpose Committee must:

(a) contain details of the proceedings and resolutions made;
(b) be clearly expressed;
(c) be self-explanatory; and

(d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the chair before being published or distributed and then formally endorsed at the subsequent meeting.

The committee must determine through its Terms of Reference whether minutes are to be made available to the public. As a general rule, committees are encouraged to provide this information to the public, with the exception of reports and attachments that are confidential in nature.

5.3.7 Voting

Councillor and community members have voting rights unless otherwise stated in their Terms of Reference. Staff provide support and advice to the committee and have no voting rights unless specified in the Terms of Reference.

In the event of an equality of votes the chairperson has a second vote.

5.3.8 Conflict and Interest Provisions

In performing the role of a Specific Purpose committee member, a person must:

- act honestly; and
- exercise reasonable care and diligence; and
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

(a) Where a member has declared a conflict of interest they are to leave the room while any discussions or any vote is taken in relation to the matter.
(b) The member is to remain outside the room or other area where meetings are being conducted so that they are both out of view or hearing of the matter.
(c) The member may return to the room after consideration and all votes on the matter.
(d) If a member is not intending to be at the meeting where he/she is aware that they have a conflict of interest in an agenda item they are to inform the chairperson of their conflict of interest before that meeting is held.

5.3.9 Reporting

Specific Purpose Committees are required to prepare a formal report on an annual basis and also at the completion of its project as stated in their Terms of Reference. The report must be formally adopted by the committee and should directly reflect the objectives and performance measures of the committee as set out in the Terms of Reference.

A report will then be presented to Council detailing the outcomes of the committee and any recommendations to Council.

5.3.10 Administration Support

Administration support where required, is provided to Specific Purpose Committees by the department whose functions are most aligned to the committee's objectives.

5.3.11 Sunset Clause

All Specific Purpose Committees will sunset at the conclusion of the project they were created to undertake. If the committee considers that there is a need for its existence to be ongoing beyond the life of the project, the committee must dissolve and seek Council approval to create an appropriate Advisory Committee for the new purpose. A Specific Purpose Committee may be ongoing in that it undertakes a project on a regular basis, for example annually.

5.4 YOUTH COUNCIL

The operations of the Youth Council is governed by the Colac Otway Shire Youth Council Charter which is adopted by Colac Otway Shire Council.

The Youth Council Charter includes:

- Preliminary statements on expectations, performance and confidentiality
- Objectives of the Youth Council
- Membership
- Term of Appointment
- Meetings
- Quorum
- Administration
- Office Bearers
- Finances
- Insurances
- Review

The Youth Council is required to recommend any changes to the Charter on an annual basis. All changes to the Charter will be subject to approval of the Colac Otway Shire Council.

5.5 EXTERNAL COMMITTEES

Council does not have any power to enforce operating expectations on External Committees. There are however still some areas that are important to note regarding External Committees, these include:

5.5.1 Membership

Councillors are appointed to External Committees annually. Staff are appointed to External Committees at the discretion of the Chief Executive Officer or their General Manager.

5.5.2 Conflict and Interest Provisions

In performing the role of External Committee member a person must:

- act honestly; and
- exercise reasonable care and diligence; and
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of meeting.

6. RELATED DOCUMENTS

- Policy No 15.2 "Section 86 Special Committees - Management of Council Owned and Controlled Properties".

7. APPENDIX

- Council's Responsibilities where Council is the "Committee of Management" – Appendix 1.
- Terms of Reference Template – Appendix 2.
- Current Committee Listing – Appendix 3.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
25 November 2008	Adopted by Council
28 October 2009	Review

APPENDIX 1

WHAT ARE COUNCIL'S RESPONSIBILITIES WHERE COUNCIL IS THE "COMMITTEE OF MANAGEMENT?"

INTRODUCTION

A Crown Land Reserve is public land that has been set aside for public purposes for the enjoyment and benefit of the people of Victoria.

Council has been appointed under the Crown Land (Reserves) Act 1978 to manage a number of reserves on behalf of the Minister and have responsibility and authority to manage, improve, maintain and control the reserve.

Committees of Management can also consist of locally elected or appointed people, statutory bodies of trustees.

COMMITTEES OF MANAGEMENT RESPONSIBILITIES

The powers given under the Crown Land (Reserves) Act 1978 enable committees to:

- Manage and develop the reserve;
- Undertake financial transactions including borrowing money and entering contracts;
- Enter tenure arrangements, such as leasing and licensing, for part or all of the reserve, subject to Minister's approval;
- Employ people;
- Enforce regulations.

POWER TO MANAGE THE RESERVE

The main guiding principle in managing the reserve is that it is public land for the use and enjoyment of all.

Council must manage the reserve and its assets. May also develop and enhance them.

A Committee (Council) can:

- Set fees and charges
- Limit access
- Establish sub-committees

MANAGEMENT DOCUMENTS

Committees are strongly recommended to prepare plans, for example:

- Management plan
- Works schedule

RISK MANAGEMENT

Committees are required to:

- Undertake a formal risk assessment
- Develop a risk management plan
- Conduct an annual review

EMPLOYMENT POWER

Council can utilise five categories of people who might work on our reserves:

- Volunteers
- Contractors
- Employees
- Tenants
- Other agencies

FINANCIAL POWER

Committees of Management can enter into contracts, set fees and charges and spend revenue for the purposes of the reserves.

- Revenue received by a committee must be directed to activities associated with the reserve.

POWER TO DEVELOP THE RESERVE

All proposed new developments are subject to the same approvals process as any other building or development on private land.

- For all developments on Crown land, prior to seeking any approvals a committee will need to consult with their local DSE office (Ballarat) as landowners consent is required.
- If consent is obtained, still subject to planning and building approvals.
- The Crown, not the committee, will become the owner of any development works on the reserve.

LEASING AND LICENSING POWER

Committees can grant leases or licences for their reserve subject to Minister's consent.

- Before entering into any lease or licence negotiations, contact should be made with the local DSE office.

LEASES

- Lease proposals require the approval of the Minister before entering into negotiations.
- Leases must comply with the requirements of DSE.
- Leases can only be issued up to the maximum term of 21 years.
- Must use standard DSE lease documents.

LICENCES

- Licences are for non-exclusive use of part or all of a reserve.
- Licence proposals require the approval of the Minister and must comply with the requirements of DSE.
- A licence can be issued for up to 3 years.
- Must use standard DSE licence documents.

APPENDIX 2

TERMS OF REFERENCE

Committee Name:

Directorate	
Responsible Officer	
Committee Type	

1. PURPOSE

Briefly outline the purpose of the committee.

2. OBJECTIVES

Provide a brief explanation of the objectives of the committee including performance measures.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership, period of membership and method of appointment will be determined in accordance with the committee types defined in the Council Committee Policy.

4. DELEGATED AUTHORITY AND DECISION MAKING

Delegated authority and decision making will be determined in accordance with the committee types defined in the Council Committee Policy.

5. MEETING PROCEDURES

Meeting procedures will be determined in accordance with the committee types defined in the Council Committee Policy.

6. CHAIRPERSON

The Chairperson will be determined in accordance with the committee types defined in the Council Committee Policy.

7. AGENDAS AND MINUTES

Preparation, distribution and availability of minutes will be determined in accordance with the committee types defined in the Council Committee Policy.

8. VOTING

Voting rights of committee members will be determined in accordance with the committee types defined in the Council Committee Policy.

9. CONDUCT AND INTEREST PROVISIONS

Conduct and interest provisions will be determined in accordance with the committee types defined in the Council Committee Policy.

10. REPORTING

Minimum reporting requirements will be determined in accordance with the committee types defined in the Council Committee Policy.

11. ADMINISTRATION SUPPORT

Administration support is provided by the department whose functions are most aligned to the committee's objectives.

12. SUNSET CLAUSE

The committee will sunset in accordance with the committee types defined in the Council Committee Policy.

APPENDIX 3

LIST OF COUNCIL COMMITTEES (as at March 2013)

(A) SPECIAL COMMITTEES (COUNCILLORS)

- Planning Committee

(B) OTHER S86 COMMITTEES

- Alvie Recreation Reserve
- Barongarook Public Hall and Tennis Reserve
- Barwon Downs Hall
- Beech Forest Hall
- Beech Forest Recreation Reserve
- Birregurra Hall
- Carlisle River Recreation Reserve
- Chapple Vale Hall
- Colac Municipal Aerodrome
- Cororooke Public Hall
- Cressy Hall
- Eurack Hall and Tennis Reserve
- Irrewillipe Public Hall and Reserve
- Kennett River Tennis Reserve
- Lavers Hill Waterhole Reserve
- Larpent Recreation Reserve
- Lavers Hill Public Hall
- Old Beechy Rail Trail
- Pennyroyal Hall and Tennis Reserve
- Pirron Yallock Recreation Reserve
- Stoneyford Hall
- Swan Marsh Hall and Tennis Club
- Tirrengower Drainage
- Warncoort Tennis Reserve
- Warrion Public Hall
- Yeo Recreation Reserve

(C) COUNCIL ADVISORY COMMITTEES

- Audit Committee
- Australia Day Advisory Committee
- Central Reserve Advisory Committee
- Chief Executive Appraisal Committee
- Colac Livestock Selling Centre Advisory Committee
- Festival and Events Support Scheme Advisory Committee
- Friends of the Botanic Gardens Advisory Committee
- Grants/Community Funding Advisory Committee
- Lake Colac Co-ordinating Committee
- Municipal Emergency Management Planning Committee (MEMPC)
- Small Town Improvement Program Advisory Committee

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Gifts, Benefits and Hospitality**
Council Policy ref. no:	18.9
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. BACKGROUND

Council's operations are founded on the ideals of transparency, impartiality, accessibility and equality. These ideals underpin Council's values, behaviours and service delivery. Councillors and staff must always act with the highest ethical standards and probity.

Individuals and companies who deal with Colac Otway Shire sometimes wish to express appreciation for service or assistance by the giving of some form of gift, benefit or hospitality to a Councillor or a member of staff. As a guiding principle, Councillors and staff should not accept a gift if it is likely to be perceived by a 'reasonable person' as intended to, or likely to, influence him or her in the fair, impartial and efficient discharge of their duties as a Councillor or staff.

The *Local Government Act* 1989 (section 95) stipulates that Council staff in the course of their employment must act impartially; act with integrity including avoiding real or apparent conflicts of interest; and accept accountability for results.

It is also a primary principle of Councillor conduct (section 76B) for any Councillor in the performance of that role to act with integrity; to impartially exercise his or her responsibilities in the interests of the local community; and not improperly seek to confer an advantage (or disadvantage) on any person.

2. PURPOSE

The purpose of this policy is –

- to ensure that Council activities are conducted professionally and not influenced, or perceived to be influenced by the receipt or prospect of some form of gift, benefit or hospitality;
- to provide clear guidelines to ensure that Councillors, staff and Council contractors are not compromised in the performance of their duties by accepting gifts or benefits which may result in a sense of obligation or could be construed as an attempt to influence;

- to reinforce acceptable behaviour; and
- to provide a transparent and accountable process for accepting gifts that promotes public confidence.

3. DEFINITIONS

Applicable Gift	An 'applicable gift' will be as defined in the *Local Government Act* 1989 from time to time. At the date of adoption of this policy 'applicable gift' is defined in s78C (1) of the Act as: *"means one or more gifts with a total value of, or more than, the gift disclosure threshold, received from a person or persons specified in subsection (2) in the 5 years preceding the decision or the exercise of the power, duty or function:* *(2) A person has an indirect interest in a matter if the person has received an applicable gift, directly or indirectly, from -* *a. a person who has a direct interest in the matter; or* *b. a director, contractor, consultant, agent or employee of a person, company or body that the person knows has a direct interest in a matter; or* *c. a person who gives the applicable gift to the person on behalf of a person, company or body that has direct interest in the matter.'* *(Threshold currently $500)*
Benefit	Something which is believed to be of value to the receiver, such as a service ie. access to a sporting event, preferential treatment, access to confidential information, accommodation, personal services, pleasure of vacation trips.
Bribe	dishonestly persuade (someone) to act in one's favour by a gift of money or other inducement.
Gift of Appreciation	Refers to a gift that is presented to an individual to express thanks and a feeling of goodwill on behalf of the giver where there is no expectation of repayment. These gifts are generally a one-off occurrence and are of nominal value.
Hospitality	Where a meal or service is offered which has a more than nominal value and is not viewed as being connected to official Council business or part of the accepted meal at a conference or seminar.
Monetary Gift	Defined as cash, cheques, money orders, travellers cheques and direct deposits.

Official Gift	A gift received by Councillors or Council officers as representatives of the city or the Council. These gifts may be received from a Sister City, organisations or corporations that are bestowing a corporate gift (ie. plaques, plates, vases, trophies, artwork) or souvenir to the city or as a token of appreciation for a contribution to a conference or industry event.
Significant Occasion Gift	A gift, which may be given by Council to the Mayor or a Councillor as a gesture of goodwill for official or ceremonial purposes.
Token Gift	Is between $0 and $30 in value and of such a nature and value that it could not reasonably be regarded as capable of influencing any actions or decisions of the relevant person in relation to a matter. The gift also does not create a sense of obligation in the receiver that will influence, or appear to influence, the exercise of their official duties. In the event that a gift might reasonably be perceived to influence, or appear to influence, the recipient, it cannot be defined as a token gift.
Value	Value means the face value or estimated retail value.

Examples of Various Gifts and Benefits

Token/acceptable gifts (usually a "once off")

- Gifts of single bottles of reasonably priced alcohol to individual Council officials at end of year functions, public occasions or in recognition of work done (eg address at meeting).
- Free or subsidised meals, of a modest nature, and/or beverages provided to Council officials who formally represent Council at work related events.
- Souvenirs and mementos of a modest nature eg. ties, scarves, coasters, tie pins, pens, diaries, notepads, keyrings, chocolates, flowers and small amounts of beverages
- Invitations to appropriate out of hours "cocktail parties" or social functions organised by groups, such as community organisations or peer groups/associations.
- Gift vouchers up to $30.00.
- Door prizes at conferences, tradeshows, etc.

Gifts of Value

- Gifts and benefits that have more than a nominal or token value will include tickets to major sporting events, corporate hospitality at a corporate facility or at a sporting venue, discounted products for personal use, use of holiday homes, free or discounted travel, free training excursions, gift vouchers and major prizes at conferences and events.

Gestures which are not considered gifts

- A token gift received from a person or company as a result of attending a seminar or conference held, conducted or sponsored by them, for which an appropriate fee was paid to attend.

- Non-alcoholic refreshments offered by a customer, consultant, contractor or developer whilst attending their place of business to discuss, conduct or undertake current Council business.

Note – if you are unsure of the value of a gift of gesture, seek advice/discuss it with your General Manageror Organisational Support & Development.

4. POLICY

The Colac Otway Shire is committed to being open and transparent in its operations. It will also act to minimise the risk of being placed in a compromising position that may have an adverse affect on its operations and the promotion of trust within the community.

Councillors and Council staff must:

a) at all times be ethical, fair and honest in the conduct of official duties.
b) never fraudulently receive a "Gift" or "Benefit" or "Hospitality".
c) ensure that the methods and processes they use to arrive at decisions are transparent and can withstand audit processes and proper scrutiny.
d) not seek, solicit, or use their position with Council to obtain gifts or benefits from external organisations or individuals.
e) ensure that a person, company or organisation is not placed in a position in which they feel obliged to offer gifts or hospitality to secure or retain Council business.

5. POLICY IMPLEMENTATION

5.1 Councillors, Council employees and Council contractors are prohibited from seeking gifts, favours or hospitality, whether for their own benefit or the benefit of another Councillor, staff member, family member or client.

5.2 All reasonable steps must be taken to ensure that immediate family members of Councillors, staff and Council contractors do not receive gifts or benefits that could be perceived to be an attempt to influence the behaviour of the Councillor, staff member or contractor in question.

5.3 **A gift of cash <u>cannot</u> be accepted**, regardless of the amount and any offer of money must be reported to the Chief Executive Officer or the relevant General Manager.

6. GIFTS - PROCESS

6.1 Consideration should be given to declining any offer of a gift if:

- the gift appears to be more than of a token nature in the circumstances, or
- there would be a sense of obligation to the person offering the gift; or
- a reasonable person could consider that there may be influence applied as a consequence of acceptance of the gift.

6.2 In determining whether to accept a gift, consideration may be given as to whether refusal of the gift offered could cause offence to the person offering the gift it not taken eg. presentation in a public forum where refusal would cause embarrassment.

6.3 Any accepted gift must be disclosed, irrespective of whether it is a gift of value or a token gift.

6.4 All offers of a gift of value (being a gift valued at $30.00 or more) must be disclosed, whether or not the gift is actually accepted.

6.5 Acceptance of a "once off" token gift (being a gift valued between 0 and $30.00) shall be at the discretion of the Councillor, employee or Council contractor and does not require approval. However once two or more token gifts accepted by any one Councillor, employee or Council contractor from the same source (person or organisation) over a six month period collectively reach the value of $500, any subsequent gift offer made to the same person by the same source in the ensuing six months, regardless of value, is to be treated as a gift of value and disclosed under this policy. The purpose of this provision is to ensure that undue influence is not exerted through the habitual giving and receiving of nominal or token gifts.

6.6 Acceptance of any gift of value (gift of $30.00 or more) is subject to authorisation as follows:

- a gift offered to and/or taken by a member of staff must be approved by their General Manager.
- a gift offered to and/or taken by a Council contractor must be approved by the Council Contract Supervisor;
- a gift offered to and/or taken by a General Manager must be approved by the Chief Executive Officer;
- A gift offered to and/or taken by a Councillor is to be disclosed in writing to the Chief Executive Officer of the day;
- A gift offered to and/or taken by the Chief Executive Officer is to be approved by the Mayor of the day.

In the event that the designated officer considers either the gift and/or the circumstances in which it is given to be inappropriate, and for some reason the gift cannot be returned, the Chief Executive Officer must be informed. The Chief Executive Officer will decide on whether to retain the item as corporate property or a suitable method for its disposal - the decision is to be recorded on the relevant Gift Disclosure form.

7. HOSPITALITY

Councillors and Council staff, in the normal course of their duties will from time to time receive invitations of hospitality to attend various functions and events.

Where such hospitality is only modest in nature and provides an opportunity to network or undertake business of a common purpose, it may be appropriate to accept such invitations.

Such incidental refreshments at meetings, working lunches or similar are not considered to be a gift and need not be recorded unless they occur at a frequency that gives rise to the perception of a conflict of interest under the *Local Government Act* 1989.

The Councillor or staff member should retain a record of all accepted invitations of hospitality that may be subject to audit.

Any hospitality estimated to be in excess of $30 must be reported in the same manner as a Gift.

In situations where a Councillor accepts an invitation of hospitality, the Executive Assistance to Councillors will be responsible for reporting the details to the Organisational Support and Development Unit.

8. REPORTING AND RECORDING

Following an offer and/or acceptance of a gift, Councillors, Council employees and Council contractors are required to complete the prescribed Gift Disclosure Form (Appendix A) and submit the form to the Organisational Support and Development Unit within seven (7) business days of being offered the gift. All gifts of value must be approved in accordance with this policy and remain the property of the Council until a decision has been made by the CEO.

Completed forms are to be sent to the Organisational Support and Development Manager (OS&D) who is responsible for recording the details in the Register of Gifts, Benefits and Hospitality.

The 'Register – Gifts, Benefits and Hospitality' will be made available for public inspection and contain the following information:

- Date
- Description of the Gift or Benefit
- Estimated Value
- Recipient
- Provider Name
- Provider Organisation, Agency or Company
- Treatment

9. AWARENESS OF THIS POLICY

All Councillors will be made aware of and are required to be familiar with their obligations under this policy.

All staff will be made aware of and are required to be familiar with their obligations under this policy.

10. COMPLIANCE

Where a Councillor fails to comply with this policy, the issue shall be dealt with in the same manner as disputes arising under the Councillor Code of Conduct.

Where an employee fails to comply with this policy, the issue shall be dealt with in accordance with Council's Discipline Procedures.

11. RELATED LEGISLATION

- Councillor Code of Conduct
- Council Policy 16.2 Fraud Prevention Control
- Staff Code of Conduct
- *Local Government Act* 1989 – Sections 77, 78 and 95

12. IMPLEMENTATION AND REVIEW

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

13. ATTACHMENT

Gifts, Benefits and Hospitality Declaration Form.

ADOPTED/AMENDMENT OF POLICY

Reviewed Date	Reason for Amendment
28 October 2009	Adopted by Council

ATTACHMENT A

COLAC OTWAY SHIRE COUNCIL
GIFTS, BENEFITS AND HOSPITALITY DECLARATION FORM

Send completed form to Organisational Support and Development Unit for registration within seven (7) business days of the offer or the gift or benefit or prior to an offer of attendance at an event.

Name of Recipient	
Position / Title	
Offered to or received by?	
Date of offer or date of receipt of gift/benefit	
Offer or gift was made by (name, position and organisation)	
Brief description of gift or benefit or hospitality	
Face Value, Estimated or Retail Value	**$**

I have reviewed the Gifts, Benefits and Hospitality Policy and agree that the above action is in accordance with the policy. I understand that any action contrary to this policy may result in disciplinary proceedings in accordance with the Code of Conduct.

Declaration made by:

Name/Title	Signature	Date

Gift Allocation – Manager/General Manager/Chief Executive Officer/Mayor (☑)

☐ Gift to be retained and pooled for staff use	☐ Gift to be returned to donor
☐ Gift to be retained by individual	☐ Other (explain below)
Instructions/comment	

Authorised by Manager/General Manager/Chief Executive Officer/Mayor

Name/Title	Signature	Date

Noted by Organisational Support and Development

Name/Title	Signature	Date

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Casting Vote Guidelines**
Council Policy ref. no:	18.10
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

Council's Local Law 4 2009 – Council Meeting Procedures and Common Seal was adopted by Council on the 24 February 2010.

Clause 48 of the Local Law Equality of Votes

In the event of an equality of votes, the Chairperson has a casting vote except in cases where the Act provides that a matter is to be determined by lot.

Council has guidelines for the Chairperson with respect to their exercising a casting vote at Council meetings and Planning Committee meetings. Council's expectation is that the guidelines will be followed.

Council acknowledges that the chairperson is always free to exercise a casting vote as he/she sees fit, notwithstanding the expectations mentioned above.

These guidelines are for the exercising of the casting vote at Council meetings and Planning Committee meetings

2. GUIDELINES

The following guidelines are for the exercising of the casting vote at Council meetings and Planning Committee meetings.

Council's expectation is that in the event of an item first coming before Council having an equality of votes that the chairperson will generally vote in the negative unless there is an imminent deadline that requires an immediate decision.

Council's expectation is that the item should then be listed for the next Ordinary Council meeting. If there is an equality of votes when the item is re-presented to Council, then the expectation is that the chairperson will use the casting vote to finally resolve the matter.

Council acknowledges that the chairperson is always free to exercise the casting vote as he/she sees fit, notwithstanding the expectations outlined above.

3. RELATED LEGISLATION

Local Government Act 1989 – Sections 90(1)e and 90(2)

4. IMPLEMENTATION AND REVIEW

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

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
24 December 2010	Adopted by Council

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Community Reference Group Policy and Guidelines**
Council Policy ref. no:	18.11
Responsible Department:	Corporate and Community Services
Date of adoption/review:	

1. INTRODUCTION

For certain projects, Community Reference Groups are required to be established to advise Council on the particular project.

For other projects it may be more appropriate to have a focus group made up of key stakeholders who have an extensive knowledge and background of the various issues to be considered as part of the project. The members of the Focus Group would be appointed by Council.

A Community Reference Group is a vital part of Council's efforts to engage the public in the process of having input.

A Community Reference Group is appropriate when there is a general rather than a special area of interest.

A Community Reference Group is appropriate where there are a range of broad community issues to consider rather than technical issues where specific expertise is required. In these cases a technical reference group would be appropriate.

2. POLICY

2.1 Community Reference Group – Terms of Reference

Prior to the formation of a Community Reference Group a Terms of Reference is to be developed and approved by Council.

A standard Terms of Reference is attached which is to be adapted to the particular project (Appendix 1).

2.2 Membership

The membership of the Community Reference Group will be made up of:

Category One

Three (3) members of the Colac Otway Shire Council including but not limited to:

1. A Councillor (appointed by Council) (this membership will automatically take on the Chairperson role);

2. The Mayor or an alternate Councillor if there is a Conflict of Interest or lack of availability; and

3. The General Manager responsible for the project or their nominee.

A Council officer will be nominated to act as secretariat (preparation of agendas and minute taking) for the Group, but will not be a Group member.

From time to time Council officers with specialist skills and knowledge will be invited to attend the Group's meeting to provide specific advice or information.

Category Two

Up to ten (10) members of the general community with appropriate skills and/or interest, obtained by way of a written Expression of Interest.

(a) Appointment of Community Members

Community members will be selected by Council based on nominations from interested members of the Colac Otway Shire community following advertisements seeking Expressions of Interest.

Following receipt of Expressions of Interest, the Council representatives on the Group will be involved in the selection of the appropriate community representatives for recommendation to Council.

In determining representation, the Council representatives will have regard to broad community representation relevant to the issues involved.

Where possible a geographic mix of representatives will be appointed to ensure a balanced prospective across the town or locality involved.

Councillors will be briefed on the selection of representatives in a confidential briefing prior to the preparation of a report.

A report to formalise the Community Reference Group members to be presented to Council following the selection process.

3 APPENDICES

Appendix A – A standard Terms of Reference which is to be adapted to the particular project.

Appendix B - A standard Expression of Interest as a community member form which is to be adapted to the particular project.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 July 2011	Adopted by Council

Colac Otway SHIRE

..... COMMUNITY REFERENCE GROUP (CRG)

TERMS OF REFERENCE

1. Background

The .....Reference Group is formed by the Colac Otway Shire Council.

Background to the project/reference group

_____

_____

_____

2. Purpose

The aim of the Community Reference Group is to disseminate information and provide community input on issues of relevance and concern relating to.....

The CRG does not have the power to direct any Council officer to undertake any work.

3. Term of Reference Group

The term of the Reference Group will be determined by the length of the particular project.

4. Role of Community Members of CRG

The main function of the community members of the .....CRG is to identify and communicate issues and concerns with respect to .....and act as a conduit to local businesses and community for the dissemination of information raised at the CRG meetings.

The CRG is not a decision making group. The aim of the CRG is to represent a diversity of viewpoints and community views. It is not a requirement that consensus be reached among members on the issues discussed.

Other Responsibilities:

- Active and regular participation in CRG meetings
- Have an ability to look beyond personal interests
- Demonstrate ability to represent community interest and provide feedback to the community and networks
- Bring knowledge and experience
- Allow all CRG members to present their views
- Demonstrate respect and consideration of other members opinions.

5. GROUP MEMBERSHIP

5.1 The .....CRG shall consist of community members that have an interest in .....including resident interest groups and businesses etc.

5.2 Membership shall be by invitation based on an Expression of Interest.

5.3 Others may be considered to participate in the CRG subject to approval by the Colac Otway Shire and the CRG.

6. CRG MEMBERS

Members agree to the following principles which are important to the successful functioning of the CRG:

- respect the right and views of other members;
- participate in the forum;
- agree to bring to the CRG meetings and disseminate relevant information from the CRG meetings accurately and in good faith to the group they represent; and
- agree to maintain any reasonable confidentiality requirements as advised by Colac Otway Shire (eg. matters of a commercial in-confidence nature).

If a member believes he or she may have a conflict of interest in relation to a particular issue or item of discussion, the member should immediately make this clear to the other CRG members and the independent chairperson and may be excluded from the discussion on this issue.

7. MEDIA

If a member of the CRG is approached by the media, speak only on their own behalf and not discuss comments or opinions made by other members of the CRG without the other member's fore knowledge and consent; and all comments to the media being made on behalf of the CRG to be through a spokesperson, mutually agreed to by the CRG.

8. QUORUM

A quorum will be half the CRG members plus one.

9. CONVENOR/CHAIR

The CRG will be chaired by a Councillor representative and will ensure that the group operates in an effective manner within the Terms of Reference.

10. MEETING ADMINISTRATION

- The CRG agenda with attached items will be distributed at least one week prior to the next scheduled meeting.
- Items not on the agenda may be raised under 'Other Business'.
- Meeting records will be prepared by a Council officer and distributed within two weeks of meeting date.

11. CRG MEETINGS

11.1 The frequency and dates of meeting will be determined by the Council representatives in consultation with the CRG members.

11.2 Meeting location will normally be held at COPACC or other locations as determined in consultation between the Council representatives and CRG members.

12. BREACHES OF PROTOCOL

Should members of the CRG not comply with the CRG principles or continually disrupt meetings or disrespect the rights of the other members to participate, the CRG member may be asked by Council to resign from the CRG, or have their membership terminated.

Colac Otway SHIRE

..... COMMUNITY REFERENCE GROUP

EXPRESSION OF INTEREST
AS A COMMUNITY MEMBER

1. **Name:** _____

   Address: _____

   Phone: (Home) _____ (Business) _____

   Facsimile: _____

   Email: _____

   Professional Qualifications: _____

   Current Position: _____

   Previous Positions: _____

1. **Current or previous experience in .....**

_____

_____

_____

_____

_____

_____

_____

2. **Please outline any specialist skills that you can offer the ..... Project.**

4. **Organisations/local networks of which you are a member and positions held:**

5. **Other relevant information (please also attach any supporting information you may wish to submit).**

Enquiries should be directed to..... on (03) 5232 9400 or email.....

Expressions of Interest should be placed in a sealed envelope and marked 'Confidential – Colac Otway Shire ..... Community Reference Group and posted to:

.....

.....

Colac Otway Shire Council
PO Box 283
COLAC VIC 3250

or deliver to the Colac Otway Shire Office no later than .....

DECLARATION:
The Colac Otway Shire Council collects personal information to provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

1, ... (full name) agree to comply with all relevant Colac Otway Shire policies, procedures and guidelines that are adopted by Council, if appointed to the ..... Reference Group.

Signed..... Date .....

Selection Criteria

The following criteria will be used when selecting a group member for the Colac Otway Shire ..... Community Reference Group.

1.....

2.....

3.....

4.....

5 .....

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Environmental Sustainability**
Council Policy ref. no:	20.1
Responsible Department:	Sustainable Planning and Development
Date of adoption/review:	

1. INTRODUCTION

This Council **Sustainability Policy** formally adopts a way of thinking and a process that will help us work towards implementing the Colac Otway Shire Environment Strategy. The Environment Strategy states that Council aims to be a leader and champion of sustainability.

In February 2010, the Council adopted the Environment Strategy designed to promote environmental sustainability and best practice across all areas of Councils operations, advocacy with regional stakeholders and the broader community. An Environmental Action Plan was completed in September 2010 to detail and monitor our progress against targets.

This Policy renews a high-level commitment to environmental sustainability and refreshes and consolidates our corporate approach. It will establish a common understanding of sustainability within Council and will help us to focus on actions leading to enhanced environmental outcomes. Understanding the issues and using this to inform decision making will assist in achieving a long lasting and integrated corporate approach to improved environmental responsibility.

2. OBJECTIVES

The objectives of the Environmental Sustainability Policy are:

- To demonstrate Council's commitment to establishing, promoting and maintaining a culture of sustainability and environmental responsibility by councillors and staff;
- To provide clear direction for Council to incorporate environmental sustainability into all elements of its business;
- To support improvement measures and targets identified in Council's Environment Strategy and Environment Action Plan;
- To protect and enhance the natural environment, to conserve natural resources, protect biodiversity, to be waste wise, to reduce our greenhouse footprint, to travel smarter and to conserve our water resources and other natural assets; and
- To raise awareness of environmental sustainability and increase community participation.

3. FOCUS AREAS

To enable an effective and realistic response we have identified four target areas to make sustainability easier to promote, interpret and implement. These areas are where we will place our initial focus: Council Managed Land, Planning & Regulations, Physical Works & General Services, Education & Awareness Raising.

Specifically we will look at:

- Resource efficiency, saving energy & water and reducing waste.
- Sustainable land use planning, transport & mobility and other human impacts on the environment.
- Biodiversity conservation, protecting and enhancing biodiversity, natural areas, coasts and waterways.
- Adapting to climate change and becoming a more resilient municipality.
- Environmental/green procurement with waste avoidance and reduction in environmental impacts.

4. OUTCOMES

The major outcomes of the Policy are:

- Sustainability embedded in the organisation's work.
- All employees gained clear and shared understanding about what sustainability means and how they can apply it to their daily tasks.
- Management support, cross-program integration, corporate systems and new 'tools' developed to assist staff in their decision making.
- Continuous learning about sustainability and application of the best available sustainable technologies.
- Practical and realistic performance indicators established to measure and report on Council's progress with sustainability and meeting targets set in the Environment Strategy.

5. COUNCIL POLICY STATEMENT

The overarching Council Policy statement is:

"Colac Otway Shire Council commits to applying the principles of sustainability to all of our decision-making, our services and activities.

Sustainability principles will influence our decisions to maintain and enhance our quality of life now and in the future. It requires an integrated consideration of economic, environmental and community factors."

6. CORPORATE POLICY STATEMENT

The Corporate Policy statement is:

"Colac Otway Shire commits to undertake its business in an environmentally sustainable manner.

Colac Otway Shire Executive Team is committed to working towards environmental sustainability.

Colac Otway Shire commitment to environmental sustainability will be specifically supported in all Council plans, strategies and services.

Colac Otway Shire strives to exceed the requirements of environmental laws and regulations.

Colac Otway Shire will lead by example and become an inspiration to the Colac Otway community and the region."

7. POLICY IMPLEMENTATION

It is ultimately the responsibility of the Chief Executive Officer and the Executive Management Team to develop a culture and values that enhance decision making processes to ensure sustainability is embedded in the work environment.

The Chief Executive Officer, together with the GM Sustainable Planning & Development is responsible for reviewing and updating the policy; Promoting the policy among staff to ensure it is implemented throughout Council and Ensuring that new staff are informed of the policy during induction.

It is the responsibility of all Councillors, staff, contractors and volunteers to understand the concept and principles of sustainability outlined in this policy and to apply these principles in all planning, decision-making, activities and reporting.

This policy will be incorporated into key decision making processes of Council and the planning and reporting process with Managers, Co-ordinators and Team Leaders being responsible for educating their staff on the policy.

The Sustainability Working Group and Environment Unit is responsible for monitoring, reporting and coordinating implementation of this policy. The Sustainability fund can be used to support this coordination.

Council will develop tools to assist staff, contractors, volunteers and Councillors in their sustainable decision-making and competence in the application of sustainability principles. An 'Operational Procedures' document will be developed to provide a transparent and universal approach to implementing the policy and thereby addressing environmental sustainability considerations in all council projects, operations and services.

All Council staff are required to consider environment, economic and social outcomes and impacts in their work. Non-compliance of this policy will affect the quality of life for current and future generations of the Municipality.

8. DEFINITIONS

Biodiversity The variety of all life forms: the different plants, animals and micro-organisms, the genes they contain and the ecosystems they form It is a concept that emphasises the inter-relatedness of the biological world It is often considered at three levels: genetic diversity, species diversity and ecosystem diversity.

Community engagement The involvement of people, businesses and stakeholders in decision making There is a spectrum of ways in which we can involve people - from informing and consulting them, to collaborating and partnering with them.

Integration In this context, integration means bringing together multiple, sometimes conflicting, objectives and considerations – as well as time (short and long-term) and space (local, regional, global) It requires an understanding of how different objectives and systems are linked and affect each other.

Natural resources All the resources that are produced by the Earth's natural processes including mineral deposits, fossil fuels, soil, air, water, plants and animals and are used by people for agriculture, industry and other purposes.

Quality of life The level of enjoyment and fulfilment derived by humans from the life they live within their local economic, cultural, social and environmental conditions.

Principles To determine if a decision or action is likely to make a positive contribution to sustainability, we need a basic understanding of the key considerations or criteria of sustainability. They provide a set of core issues for consideration and broad objectives to be pursued as part of our decisions.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 June 2012	Adopted by Council

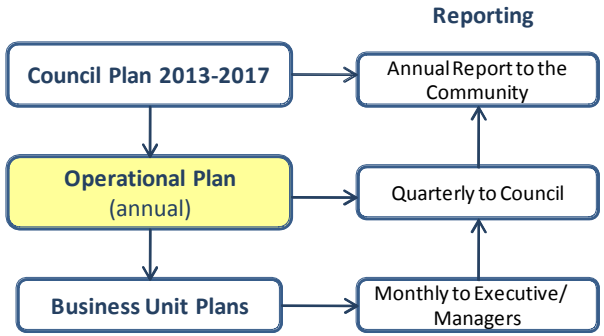
Operational Plan 2013-2014

Welcome to our Operational Plan 2013-2014

The Operational Plan is a new element in our internal planning process. We have chosen to make the document available to the community as an initiative to increase the level of transparency and visibility of our operational activities. Importantly, it will show how your feedback, which we used to build the Council Plan 2013-2017, is linked to the activities in the Operational Plan.

How it all works

Our integrated planning framework illustrates Council's planning and reporting cycle, which is structured around the Council Plan; our key corporate strategic document. It is underpinned by the Operational Plan (updated annually), which is further supported by Business Unit Plans. Together these help us achieve our Council Plan goals.



Your feedback informed the choice of the key strategic activities contained in the Council Plan; to be achieved during the life of the plan.

Details of short term projects, significant recurrent work programs and other activities sit in the operational plan. All activities have progress measures and targets so that at the end of the financial year we can evaluate how well we have done and report this through our Annual Report.

Being clear about what we do

We've tried to avoid 'jargon' and be clear about each of the activities. Where it might be unclear, we've provided some additional information. For example, we received a lot of feedback around maintaining footpaths, fixing potholes in roads and tree maintenance. On pages 8 and 9 we outline the various work programs that respond to these issues.

Advocating on your behalf

For some 'big ticket' items we simply don't have the money. For others, they may be outside of our control and/or they may require the involvement of multiple partners/other levels of government. Our response is to advocate or lobby on your behalf. We do this by approaching Ministers, putting in funding submissions, working on a regional basis with other councils and joining forces with community groups. Many of the advocacy items will cover more than one financial year and therefore will also appear in future plans.

Rob Small, Chief Executive Officer

Pillar 1: Good Governance

Our Goal	Strategies
Ensure transparency of governance practices, the capability of our organisation and effective resource management.	1. Transparent and accountable decision making. 2. Prudent and accountable financial, asset, risk and resource management. 3. Effective community engagement and participation. 4. Embed an organisation culture of a high performance, service excellence and safety.

Numbering convention:

1st digit = Pillar
2nd digit = Strategy

No.	Pillar 1: Good Governance Action	Department	Responsible Manager	Progress Measures	Targets
Key Strategic Activities					
1.2	Implement Council's Risk Management System.	Corporate and Community Services	Mgr Organisational Support and Development	SafetyMap recertification achieved.	100%
				Meet budget of $12,000 with a tolerance of	=/- 2.5%
				LMI Public Liability/ Professional Indemnity score improved by 6%.	75%
				OH&S incident reporting and management system implemented.	100%
				Meet budget with a tolerance of	=/- 2.5%
1.2	Implement Council's internal audit program.	Corporate and Community Services	Mgr Finance and Customer Service	Complete internal audits as per audit schedule.	100%
				Respond to all audit recommendations.	100%
				Meet budget of $50,000.	=/- 5%
1.2	Staged implementation of the National Asset Management Framework.	Corporate and Community Services	Mgr Information Services	Assets Register Assembly Complete.	100%
				Meet budget of $20,000	100%
Operational Activities					
1.1	Review Local Law No. 4 – Council Meeting Procedures and Common Seal.	Corporate and Community Services	GM Corporate & Community Services	Review of Local Law completed	100%

No.	Pillar 1: Good Governance Action	Department	Responsible Manager	Progress Measures	Targets
1.1	Review all Council Policies.	Corporate and Community Services	GM Corporate & Community Services	Review of Council Policies completed	100%
1.2	Staged implementation of the National Financial Planning and Reporting Framework.	Corporate and Community Services	Mgr Finance and Customer Service	Complete the review of the Long Term Financial Plan.	100%
				Long Term Financial Plan adopted by Council	100%
1.2	Staged implementation of the National Financial Sustainability Framework.	Corporate and Community Services	Mgr Finance and Customer Service	Service review assessment tool developed	100%
				Service review assessment tool adopted by the Executive Management Team.	100%
1.2	Develop an NDIS (National Disability Insurance Scheme) service delivery Business Model.	Corporate and Community Services	Manager Health and Community Services	Business Model Plan completed.	100%
				Adopted by Executive.	100%
1.2	Replacement of Dredge and Workboat for Port of Apollo Bay.	Infrastructure and Services	Mgr Major Projects	Dredge and Workboat purchased for Port of Apollo Bay.	=/-2%
				Meet budget of $3,171,913.	100%
1.2	Asbestos Register Update.	Infrastructure and Services	Mgr Sustainable Assets	Review and update Council's existing Asbestos Register.	100%
				Meet budget of $60,000 with a tolerance of	+/- 3.0%
1.4	Develop the Information Communications and Technology (ICT) Strategy.	Corporate and Community Services	Mgr Information Services	ICT Strategy Endorsed by Executive.	100%
1.4	Complete negotiations for the Enterprise Agreement.	Corporate and Community Services	Mgr Organisational Support and Development	Enterprise Agreement completed.	100%

Pillar 2: A Planned Future

Our Goal	**Strategies**
Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.	1. Plan for future land use to respond to population growth and changing needs. 2. Develop an integrated response to meet future infrastructure needs. 3. Advocate for improved public transport. 4. Promote local business, services and foster employment opportunities. 5. Grow tourism to support the local economy.

Numbering convention:

1st digit = Pillar
2nd digit = Strategy

No.	Pillar 2: A Planned Future Action	Department	Responsible Manager	Progress Measures	Targets
Key Strategic Activities					
2.1	Apollo Bay Harbour Master Plan.	Sustainable Planning and Development	Mgr Planning and Building	Master Plan completed.	100%
				Planning Scheme Amendment exhibited and submissions considered.	100%
				Meet budget with a tolerance of	+/- 5%
2.1	Redevelopment of the former Colac High School site.	Sustainable Planning and Development	Mgr Economic Development	Master Plan completed (stage 1).	100%
				Meet budget of $60,000	100%
2.2	Community infrastructure and asset renewal plan.	Infrastructure and Services	Mgr Sustainable Assets	Stage 1 - Develop and finalise Asset Management Plans for the following infrastructure asset categories: - Roads and Car parks; and - Buildings and Minor Structures	100%
2.2	Develop a Colac Otway Shire Footpath Strategy.	Infrastructure and Services	Mgr Capital Works	Strategy developed.	100%
2.2	Develop a 10 Year Capital Works Strategy.	Infrastructure and Services	Mgr Capital Works	Strategy developed.	100%

No.	Pillar 2: A Planned Future Action	Department	Responsible Manager	Progress Measures	Targets
2.2	Staged implementation of the Colac CBD & Entrances Project.	Sustainable Planning and Development	Mgr Economic Development	Detailed engineering drawings prepared for priority areas of the CBD and entrance corridors into Colac.	100%
				Meet budget of $200,000 with a tolerance of	+/- 2.5%
Operational Activities					
2.1	Colac Structure Plan Review.	Sustainable Planning and Development	Mgr Planning and Building	External grant sourced, consultant appointed and project commenced.	100%
				Meet budget of $100,000.	100%
2.1	Planning Scheme Amendment implementing Birregurra Structure Plan & Neighbourhood Character Study.	Sustainable Planning and Development	Mgr Planning and Building	Amendment exhibited and submissions considered by Council	100%
				Meet budget with a tolerance of	+/- 2.5%
2.1	Local Bushfire Planning Policy Project.	Sustainable Planning and Development	Mgr Planning and Building	Project completed.	100%
				Meet budget with a tolerance of	+/- 5%
2.1	Prepare Township Plans for Alvie, Cororooke & Beeac which establish a new settlement boundary.	Sustainable Planning and Development	Mgr Planning and Building	Project completed.	100%
				Meet budget with a tolerance of	+/- 2.5%
2.2	Implementation Plan for G21 Regional Growth Plan, including strategic priorities for Infrastructure.	Sustainable Planning and Development	Mgr Planning and Building	Project completed.	100%
				Meet budget with a tolerance of	+/- 2.5%
2.2	Develop Colac Airfield Business Plan.	Infrastructure and Services	Mgr Major Contracts	Colac Airfield Business Plan completed.	100%
				Meet budget of $40,000.	100%
2.2	Heritage Strategy implementation.	Sustainable Planning and Development	Mgr Planning and Building	'Plain English' heritage brochure developed.	100%
				Consistent strategic approach developed to identify and assess sites of potential significance.	100%
				System alert developed for potentially significant properties.	100%
2.4	Implement the Small Town Improvement Program.	Sustainable Planning and Development	Mgr Economic Development	Small Towns Improvement Program annual allocation funding of $80,000 completed.	100%
				Complete 4 funded Small Towns Improvement Program projects.	100%
2.4	Implement the Colac Marketing Strategy.	Sustainable Planning and Development	Mgr Economic Development	Colac Marketing Strategy priority actions implemented.	100%
				Meet budget of $20,000.	100%

No.	Pillar 2: A Planned Future Action	Department	Responsible Manager	Progress Measures	Targets
2.5	Implement the Visiting Friends and Relatives local tourism campaign.	Sustainable Planning and Development	Mgr Economic Development	Stage 1 'Love Our Region' campaign launched.	100%
				500 members signed up	+/- 50
2.5	Review the Great Ocean Road Closure for Events Guidelines.	Corporate and Community Services	Mgr Recreation, Arts and Culture	Guidelines adopted by Council.	100%

Advocacy

The following advocacy items will be actioned/coordinated by the Chief Executive Officer (CEO). As information becomes available, progress will be provided in the CEO's report to Council on a quarterly basis:

2.2 Advocate for funding for our water supply upgrade to guarantee security of supply into the future.

2.2 Advocate for the duplication of the Princes Highway from Winchelsea to Colac with state and federal governments until funding is secured.

2.2 Advocate for a separate adjacent bicycle path between Birregurra and Colac to be included as Part of the highway duplication planning.

2.2 Advocate through the Australian Rural Roads Group for continued focus on and funding for regional roads and bridges.

2.2 Advocate to Regional Development Australia for the funding process to be more inclusive of smaller regional communities' infrastructure projects.

2.2 Advocate for funding to complete the CBD & Entrances Project.

2.3 Advocate for passenger transport services between Geelong and Colac, promoting Colac as a regional park and ride destination.

Pillar 3: A Place to Live and Grow

Our Goal	**Strategies**
Improve access to buildings, spaces, services and education to support and enable quality of life.	1. Address the health and wellbeing needs of people of all ages and abilities. 2. Advocate for access to an increased range of education and training opportunities. 3. Increase the diversity of arts, culture and social spaces. 4. Maintain existing infrastructure.

Numbering convention:

1st digit = Pillar
2nd digit = Strategy

No.	Pillar 3: A Place to Live and Grow Action	Department	Responsible Manager	Progress Measures	Targets
Key Strategic Activities					
3.1	Develop and implement the Public Health and Wellbeing Plan.	Corporate and Community Services	Mgr Health and Community Services	Public Health and Wellbeing Plan developed.	100%
				Adopted by Council and the G21 Region Alliance.	100%
				Early Years Plan community consultation completed.	100%
				Positive Ageing Strategy community consultation completed.	100%
				Food Security Plan community consultation completed.	100%
				Access, Equity and Inclusion Plan community consultation completed.	100%
				Alcohol and Other Drugs Plan community consultation completed.	100%
				Meet budget of $40,000 with a tolerance of	=/- 5%
3.2	Implement the Workforce and Industry Development Project (Advancing Country Towns).	Sustainable Planning and Development	Mgr Economic Development	Skills and Workforce Audit completed.	100%
				Meet budget of $20,000 with a tolerance of	+/- 2.5%
				Complete 10 Enterprise Level Workforce Development Plans.	100%

No.	Pillar 3: A Place to Live and Grow Action	Department	Responsible Manager	Progress Measures	Targets
				Complete the Green Industry Feasibility Study.	100%
				Meet budget of $40,000 with a tolerance of	+/- 2.5%
				Complete the Trade Training Centre business plan.	100%
				Meet budget of $20,000 with a tolerance of	+/- 2.5%
3.3	Staged implementation of the Beechy Precinct development program.	Corporate and Community Services	Mgr Recreation, Arts and Culture	Bluewater Fitness Centre Redevelopment – tender for construction awarded.	100%
				Commence construction of Bluewater Fitness Centre Redevelopment by March 2014.	100%
				Develop and commence implementation of Bluewater Fitness Centre Redevelopment Management Plan.	100%
3.3	Staged implementation of the Open Space Strategy.	Corporate and Community Services	Mgr Recreation, Arts and Culture	Implementation plan developed.	100%
				Priority actions implemented.	100%
				Budget met with a tolerance of	+/- 5%
				Playspace Strategy developed and adopted by Council.	100%
				Annual parks and gardens rehabilitation program completed.	100%
				Meet budget of $50,000 with a tolerance of	+/- 5%
				Annual playground renewal program completed.	100%
				Meet budget of $40,000 with a tolerance of	+/- 5%
3.4	Implement the asset renewal and maintenance program.	Infrastructure and Services	Mgr Sustainable Assets	Road and Footpath assets inspected in accordance with the Road Management Plan.	100%
Operational Activities					
3.1	Develop the G21 Physical Activity Strategy.	Corporate and Community Services	Mgr Recreation, Arts and Culture	G21 Physical Activity Strategy developed.	100%
				Meet budget of $10,000	100%
3.3	Construct Colac Secondary College Community Sports Field.	Corporate and Community Services	Mgr Recreation, Arts and Culture	Sports field completed.	100%
				Meet budget of $160,000 with a tolerance of	+/- 5%
3.4	Implement the annual Capital Works and Major Projects Program.	Infrastructure and Services	Mgr Capital Works	Projects completed.	85%
				Meet budget of $13.24 million with a tolerance of	=/-10%
3.4	Footpath Renewal Program.	Infrastructure and Services	Mgr Sustainable Assets	Length of existing footpath reconstructed.	2.5 km
				Meet budget of $396,000 with a tolerance of	+/- 5%
3.4	Annual road resealing program.	Infrastructure and	Mgr Sustainable Assets	Length of roads resealed.	30 km

No.	Pillar 3: A Place to Live and Grow Action	Department	Responsible Manager	Progress Measures	Targets
		Services		Meet budget of $960,000 with a tolerance of	+/- 5%
3.4	Bridge Reconstruction Program.	Infrastructure and Services	Mgr Sustainable Assets	Number of bridge reconstruction projects completed to achieve defined outcomes.	2
				Meet budget of $1 million with a tolerance of	+/- 5%
3.4	Building Renewal Program.	Infrastructure and Services	Mgr Sustainable Assets	Number of building renewal projects completed to achieve defined outcomes.	4
				Meet budget of $600,000 with a tolerance of	+/- 5%
3.4	Sealed road reconstruction program.	Infrastructure and Services	Mgr Cosworks	4 km of sealed road reconstructed	90%
3.4	Unsealed road resheeting program.	Infrastructure and Services	Mgr Cosworks	70 km of gravel roads resheeted	90%
				Meet budget of $1.4 million with a tolerance of	+/- 5%
3.4	Implement the annual maintenance program.	Infrastructure and Services	Mgr Cosworks	Maintenance of sealed roads e.g. repair of minor potholes etc as per Road Management Plan.	85%
				Meet budget of $329,600 with a tolerance of	+/- 5%
				Unsealed road maintenance e.g. surface grading etc as per Road Management Plan.	85%
				Meet budget of $538,800 with a tolerance of	+/- 5%
				Major Patching e.g. replacement of failed road surface as per Road Management Plan.	85%
				Meet budget of $300,000 with a tolerance of	+/- 5%
				Drainage maintenance as per Road Management Plan.	85%
				Meet budget of $520,100 with a tolerance of	+/- 5%
				Tree Maintenance e.g. tree trimming, powerline clearance and rural roadside vegetation as per Road Management Plan.	85%
				Meet budget of $402,800 with a tolerance of	+/- 5%
				Parks and gardens maintenance - Customer satisfaction score.	>70%
				Meet budget of $1,243,000 with a tolerance of	+/- 5%

Advocacy

The following advocacy items will be actioned/coordinated by the Chief Executive Officer (CEO). As information becomes available, progress will be provided in the CEO's report to Council on a quarterly basis:

3.1 Advocate for funding for the Apollo Bay indoor heated pool.

3.1 Advocate for greater access to bulk billing for health services.

3.1 Advocate for greater access to the publicly funded dentist.

3.1 Advocate for our hospital and associated health services to receive adequate funding.

3.1 Advocate for funding to complete the Central Reserve project component of the Beechy Precinct (priority project of the G21 Health and Wellbeing Pillar to address disadvantage).

3.2 Advocate for funding for the 'Deakin at Your Doorstep' service.

3.3 Advocate for funding for feasibility studies and construction of trails throughout the Shire.

3.3 Advocate for funding for the implementation of the Birregurra Recreation Reserve Masterplan.

3.3 Advocate for funding for the implementation of the Pirron Yallock Recreation Reserve and Swan Marsh Tennis Reserve Masterplan.

Pillar 4: A Healthy Community and Environment

Our Goal	**Strategies**
Respect cultural differences, support a range of healthy and creative activities, foster community safety and promote environmental sustainability.	1. Encourage active participation in recreation, arts and leisure pursuits. 2. Promote respect and inclusion of social and cultural differences. 3. Increase environmental sustainability through direct initiatives and advocacy. 4. Protect and care for the natural environment. 5. Support community safety initiatives, local law enforcement and emergency management.

Numbering convention:

1st digit = Pillar
2nd digit = Strategy

No.	Pillar 4: A Healthy Community and Environment Action	Department	Responsible Manager	Progress Measures	Targets
Key Strategic Activities					
4.1	Staged implementation of the Active Transport Strategy.	Corporate and Community Services	Mgr Recreation, Arts and Culture	Implementation strategy development	100%
				Budget met with a tolerance of	+/- 5%
4.4	Implement the relevant stages of the Environment Strategy 2010-18.	Sustainable Planning and Development	Mgr Environment and Community Safety	Stage 1 of the Environment Action Plan completed.	100%
				Meet budget of $120,000 with a tolerance of	=/- 5%
4.5	Implement the Municipal Emergency Management Plan.	Sustainable Planning and Development	Mgr Environment and Community Safety	Review and implement the Municipal Fire Management Plan	100%
				Meet budget of $50,000 with a tolerance of	=/- 5%
				Municipal Recovery Plan reviewed.	100%
				Meet projected timeframe.	100%
Operational Activities					
4.4	Develop Alvie Landfill Rehabilitation	Infrastructure and	Mgr Major Contracts	Alvie Landfill Rehabilitation Plan completed.	100%

No.	Pillar 4: A Healthy Community and Environment Action	Department	Responsible Manager	Progress Measures	Targets
	Plan.	services		Environmental Protection Authority approval achieved.	100%
				Meet Budget of $37,000.	+/-5%
4.3	Solar Array Installations.	Sustainable Planning and Development	Mgr Environment and Community Safety	Solar Panels installed.	100%
				Meet budget of $260,000.	=/- 5%
4.3	Energy Efficient Street Lighting Installation.	Sustainable Planning and Development	Mgr Environment and Community Safety	Energy efficient lighting installed.	100%
				Meet budget of $156,000 with a tolerance of	=/- 5%
4.5	Complete a review of Local Laws 1, 2 and 3.	Sustainable Planning and Development	Mgr Environment and Community Safety	Review completed	100%
				Project timeframe met	100%
4.5	Review and implement the Domestic Animal Management Plan.	Sustainable Planning and Development	Mgr Environment and Community Safety	Review completed.	100%
				Meet budget of $50,000 with a tolerance of	=/- 5%

Advocacy

The following advocacy items will be actioned/coordinated by the Chief Executive Officer (CEO). As information becomes available, progress will be provided in the CEO's report to Council on a quarterly basis:

4.3 Explore opportunities for a Waste to energy plant for the region.

4.3 Explore opportunities for a solar energy farm.

4.3 Advocate for government funding to undertake a coastline vulnerability assessment.

LEASE AGREEMENT

Colac Otway Shire

and

Colac Central Bowling Club Inc.

For: Clubroom, Bowling Greens & Car Park at 115-129 Wilson St, COLAC

Index

Item	Clause
Basic Obligations	
The Lease	1.1
Quite Enjoyment	1.2 & 1.3
Duty to Pay Rent	1.4
Other Payments	
Rates and Taxes	2.1
Service /Utility Charges	2.2
Legal Costs	2.3
Comply with Laws and Severability	3.1-3.4
Premises	
Purpose, Use & Maintenance of the Premises	4.1 – 4.9
Liability, Indemnity & Insurance	
Exclusion of Liability	5.1
Indemnity	5.2 & 5.3
Insurance	5.4 – 5.6
Extension of Lease	
Tenant's Right for Extension	6.1 – 6.3
Terms Applicable to An Extension of Term	6.4
Occupying Property After Expiration of Lease Period	6.5
Termination of Lease	
Landlord's Entitlement to Terminate Lease/Sale of Fixtures and Chattels Not Removed	7.1 – 7.7
Lessee's Duties When Vacating Property	8.1 & 8.2
Assignment of Lease	9.1 & 9.3
Hiring of Rooms for Functions	9.4 - 9.6
Breach of Lease	10.1 – 10.4
Responsibility in Relation to Employees, Contractors etc	11.1 & 11.2
Issue of Notices	12.1 – 12.5
Interest on Overdue Amounts	13.1 & 13.2
Good and Services Tax (GST)	14.1 – 14.3
Execution Of Lease	
Schedule 1	
Schedule 2 – Maintenance Responsibilities	

Parties

This lease is entered into and made between the following parties:-

Colac Otway Shire of 2-6 Rae St, COLAC, Vic, 3250 (being the Landlord)

and

Colac Central Bowling Club Inc of 115 – 129 Wilson St, COLAC Vic 3250 (being the lessee)

Definitions

In this lease the following definitions apply:-

"***Chattels"*** means an item of moveable personal property, such as furniture etc

"Fixtures" means any item or improvement of a temporary or semi temporary nature that is physically affixed to the building but could be removed without causing significant damage to the building. Typically a "fixture" is not considered to be a capital improvement.

"Lessor" means the organisation by whom the property is let under this lease.

"Lessee" means the organisation that agrees to let the property under the terms and conditions of this lease.

"***Rent"*** means the amount required to be paid to the landlord by the Lessee to occupy the premises and used the facilities.

"Structural defect" means any defect in a structural element of the building that is attributable to defective design, defective or faulty workmanship, defective or deteriorated materials (or any combination of these) that prevents, or is likely to prevent, the continued practical use of the building or any part of the building, or is likely to result in physical damage or destruction of the building or any part of the building.

Conditions

1. Basic Obligations

The Lease

1.1 The landlord leases to the Lessee the premises described in Item 1 in schedule 1 for the term stated in Item 2 of Schedule 1.

Quiet Enjoyment

1.2 The Lessee is entitled to quiet enjoyment of the premises described in Item 1 in Schedule 1 and may occupy such premises free of interruption or interference from the landlord or anyone claiming to be or representing the landlord.

1.3 Notwithstanding the entitlement referred to in clause 1.2, the lessor may inspect the property at any reasonable time after making arrangements with the relevant office bearer of the Lessee and

outlining the urgency of the circumstances precipitating the inspection. The lessee shall not unreasonably delay such inspection.

Duty to Pay Rent

1.4 The Lessee must pay the lessor the rent stated in Item 5 of Schedule 1.

2. Other Payments

Rates and Taxes

2.1 The Lessee must pay all rates, levies, assessment and taxes imposed by any authority in relation to the property described in Item 1 of Schedule 1, with the exception of genral rates levied by the Colac Otway Shire. The tenant will however be required to pay the annual Waste Management Charge levied by the Colac Otway Shire if such charge is levied.

Service /Utility Charges

2.2 The Lessee must pay the charges levied for all utility services used or supplied to the property.

Legal Costs

2.3 Each party will be responsible for payment of their own costs in connection with the preparation and execution of this lease.

3. Comply with Laws and Severability

3.1 This lease is governed by the laws of the State of Victoria.

3.2 The Lessee must comply, at their expense, with any law, statute or other requirement that affects this lease or the tenant's occupation of the property. This includes ensuring that all employees, contractors and agents of the Lessee comply with all laws and statutes.

3.3 If a clause or part of a clause can be interpreted in a way that makes it illegal, unenforceable or invalid, but can also be interpreted in a way that makes it legal, enforceable and valid, it should be interpreted in the latter way. Any clause or part of a clause that is illegal, unenforceable or invalid shall be treated as being removed from this lease without affecting the rest of the lease.

3.4 The parties acknowledge this is not a lease governed by the Retail Leases Act 2003.

4. Premises

Purpose, Use & Maintenance of the Premises

4.1 The Lessee must use the property and premises located thereon for the purpose stated in Item 6 of Schedule 1. The property and/or premises shall not be used for any other purpose without the written consent of the lessor and any relevant permits having been obtained and shall not be used in a manner that creates a nuisance to abutting properties.

4.2 The buildings, fixtures and fittings, bowling greens and car parking area located in the property shall be maintained in clean, good working order by the lessee at their own cost.

4.2.1 Responsibility for items of maintenance will be allocated to the parties as specified in Council's "Council Property Leasing Policy" as amended from time to time and listed as Schedule 2 of this

lease. It is acknowledged maintenance responsibilities may not be limited to those items included in Schedule 2.

4.3 The Lessee and lessor shall inspect the property within three months of the commencement of the lease to identify any structural defects present in the building.

4.3.1 The Lessee acknowledges that any structural improvements made to the premises will at the expiration of the lease become the property of the lessor.

4.4 The Lessee shall promptly provide a written report of any defects of a structural nature to the lessor. The landlord will assess the reported defect and advise of appropriate action required and develop a plan with the lessee of when such action will be taken.

4.5 The Lessee will not allow advertising signs to be erected to the facade of the premises or immediate surrounds without first obtaining written permission from the lessor.

4.6 Details of the dimensions of such signs and how signs will be affixed to ensure public safety are to be provided and any permit required must be obtained before the signs are erected

4.7 The Lessee shall not deface, mark or damage any wall, ceiling or internal surface without the permission of the lessor. If such permission is granted, the lessee will at their own cost repair or restore the affected surfaces and paint the said surfaces in accordance with the requirements of the landlord at the termination of the lease.

4.8 The Lessee shall not keep or store hazardous materials on the premises other than those reasonably required by the lessee in the course of their tenancy. Where such hazardous materials are required to be kept or stored on the premises, they shall be kept in minimal quantities and stored in a safe and inaccessible place and in accordance with the relevant storage requirements specified by the manufacturer.

4.9 The Lessee shall keep current a relevant Liquor Licence issued pursuant to the Liquor Control Act to serve alcohol on the premises and comply with all requirements of that Licence.

5. Liability, Indemnity & Insurance ,

Exclusion of Liability

5.1 The lessor is not liable for any damage or loss to any property, or injury to any person, no matter how it occurs, except to the extent that the lessor or someone acting for or on behalf of the lessor is responsible for causing such damage, loss or injury, whether by intention or negligence.

Indemnity

5.2 The Lessee must continually indemnify the landlord against any liability, loss, damage or expense arising for any reason as a result of the tenant's occupancy of the property.

5.3 Such indemnity does not extend to any liability, loss, damage or expense arising for any reason as a result of actions or omissions by the landlord or someone acting for or on behalf of the landlord.

Insurance

5.4 The Lessee must provide proof they have adequate insurance coverage for appropriate types of insurance relevant to the occupancy of the property.

5.5 The said buildings, fixtures and fittings shall be insured appropriately by the Lessee who shall maintain such insurance coverage at all times. Evidence of such insurance cover being current is required to be provided to the landlord.

5.6 The Lessee shall not do or allow anything that would or may cause insurance policies to become void.

6. Extension of Lease

Tenant's Right for Extension

6.1 The Lessee has no right to exercise an option for the term of this lease.

6.2 Any option specified in Item 2 of Schedule 1 will be exercised at the discretion of the landlord after consultation with the Lessee. Such option shall however not unreasonably be withheld by the landlord if the terms of this lease have been met and complied with by the Lessee.

6.3 Consultation regarding the exercise of an option for the term of this lease can be initiated by either party, but shall not be considered by the landlord any earlier that six months before the expiration of the current term.

Terms Applicable to An Extension of Term

6.4 The extension of term granted by exercising an option referred to in Item 2 of Schedule 1 will be limited to the period of time referred to in the aforesaid item. The terms and conditions applicable to the extension term will be the same as those applicable to the initial term of the lease.

Occupying Property After Expiration of Lease Period

6.5 If for any reason the tenant occupies the property after the expiration of the lease, (including options referred to in Item 2 of Schedule 1), the tenant will continue to occupy the property on the following basis:-

- The tenant will be considered as a yearly tenant
- The conditions applicable to this lease shall apply to period of continued occupancy
- Either party may terminate the tenancy by giving the other three months written notice.

7. Termination of Lease

Lessor's Entitlement to Terminate Lease/Sale of Fixtures and Chattels Not Removed

7.1 The lessor may terminate this lease at any time by giving the tenant thirty days notice of its intention.

7.2 Such notice shall only be given if any of the following occurs:-

- The Lessee has breached any obligation under this lease and fails to rectify such breach within no less than fourteen days of being requested in writing by the landlord or it's agent to do so
- The Lessee goes into liquidation, becomes bankrupt, insolvent or ceases to exist as a club.

7.3 The lessor may re-enter the property to the exclusion of the lessee if the lease is terminated because breaches of the lessee's obligations or solvency are not rectified as required by clause 7.2 of this lease.

7.4 The lessor will provide the lessee with written notice of its intention to exercise its right of re-entry to the premises and specify when this will occur.

7.5 If the lessor terminates the lease or it expires and the lessee's fixtures and chattels not required by the Lessee are not removed from the premises, the landlord may remove such fixtures and chattels and cause them to be stored at the Lessees expense without being liable for trespass, detinue, conversion or negligence.

7.6 If the Lessee has not claimed the fixtures and chattels from storage and paid the Lessor the cost of storage or made an arrangement within two months for the continued storage of the fixtures and chattels, the lessor may arrange for the fixtures and chattels to be sold or destroyed as the case may be

7.7 If the fixtures and fittings are sold, the proceeds to be applied towards payment of the landlord's costs of removal of the fixtures and fittings, transport, storage and sale. Any excess funds are to be applied towards the payment of any other debt to the landlord in the first instance with the balance remaining to be remitted to the Lessee.

8. Lessee's Duties When Vacating Property

8.1 The Lessee must ensure the property including buildings, fixtures, fittings, bowling greens, car park and all other areas within the demised land are left in clean and operable condition (where appropriate). All rubbish and items of disused machinery, metal or any other material that is not affixed to the property is to be removed at the cost of the tenant.

8.2 At the expiration of the lease or any extension term granted, or upon termination of the lease for any reason, all buildings, fixtures and fittings situated on the property are forfeited by the Lessee and become the property of the landlord regardless of the fact they were provided initially by the tenant, unless the landlord determines otherwise.

9. Assignment of Lease /Hiring of Rooms for Functions

9.1 The lessee shall not assign the lease to another party without the written consent of the lessor and section 144 of the Property Law Act 1958 shall not apply.

9.2 If assignment of the lease to another party is agreed to by the lessor, the lease shall continue for the benefit of and binds the successor to the right and obligations so assigned in the lease.

9.3 All requirements of the Liquor Control Act insofar as they relate to the assignation of the lease are to be complied with by the lessee.

9.4 This clause shall not prevent the lessee from hiring out the facility for functions and receptions.

9.5 The duration of any letting or consecutive lettings shall not exceed a cumulative total of eight hours in any 24 hour period extending from midnight to midnight.

9.6 Notwithstanding clause 9.5 above no function shall be permitted to extend beyond 1.00am or commence before 10.00am.

10. Breach of Lease

10.1 If the Lessee breaches any obligation under this lease, the landlord may give the Lessee written notice of such breach and require the tenant to rectify the breach within a time

frame the landlord considers reasonable, being not less than seven days.

10.2 The timeframe for rectification of breaches will as much as possible be determined in consultation with the Lessee however the landlord maintains the right to arbitrarily specify a timeframe if an agreed timeframe cannot be reached with the tenant.

10.3 If the Lessee fails to take remedial action within the required timeframe, the landlord may arrange for such action to be taken and the cost incurred by the landlord is to be reimbursed by the tenant.

10.4 Any other right of the lessor is not affected.

11. Responsibility in Relation to Employees, Contractors etc

11.1 The Lessee shall ensure that all employees, agents, contractors and all other people accessing the property do not do or fail to do anything on the premises that would, if the tenant did or failed to do such action, constitute a breach of the lease.

11.2 The Lessee shall ensure that all employees, agents, contractors and all other people accessing the property do not conduct any illegal activities on the property.

12. Issue of Notices

12.1 All notices issued to either party shall be posted to the address specified in Items 8 and 10 of Schedule 1 of this lease (as appropriate). Notices deemed to be of significant importance are to be sent by registered mail.

12.2 It is the obligation of the parties to ensure the other party is advised in writing of any change of mailing address.

12.3 A notice will be deemed to have been served if it has been delivered by hand and left at the current mailing address or if sent by post, after the expiration of two business days

12.4 Where practicable, email advice of the posting of the notice should also be sent to the other party to make them aware the notice is being posted or delivered.

12.5 If preferable to either party, general correspondence other than formal notices required to be served as a consequence of clauses contained in this lease, may be sent by email.

13. Interest on Overdue Amounts

13.1 The lessee may be required by the lessor to pay interest on any money that is due to the lessor but not paid by the due date. Interest will be calculated daily and compounded monthly and shall be calculated from the due date until the outstanding amount is paid in full. The rate of interest applicable shall be the penalty rate of interest applicable for the time being as set under the Penalty Interest Rates Act 1983.

13.2 Clause 13.1 shall not apply in relation to unpaid Waste Management Charge or any municipal rates and charges levied by the Colac Otway Shire. Interest on outstanding amounts in this instance shall be applied as prescribed by the Local Government Act 1989.

14. Good and Services Tax (GST)

14.1 If a party makes a taxable supply in connection with this lease for a consideration which represents the value of the supplied item, the party liable to pay for the taxable supply must also pay at the same time and in the same manner as the value, the amount of any GST payable in respect of that taxable supply.

14.2 Unless otherwise stated, the consideration payable by any party under this lease represents the value of any taxable supply for which payment is to be made.

14.3 A party's right to payment is subject to a valid tax invoice being issued to the party liable to pay for the taxable supply.

Execution of Lease

The parties having read and understood the terms and conditions of this lease agree to such terms and conditions and affix their signatures hereto:-

Dated the ……day of ……..2013

The Common Seal of the Colac Otway Shire Council was affixed hereto in accordance with its Local Law No: 4

…… Chief Executive Officer

Signed for and on behalf of the Lake Colac Rowing Club Inc by:-.

…….. (Signature)

Name : ……..

Address:

Schedule 1

Item No:	Type of Item	Details
1	***Property*** ***(refer to clause 1.1)***	The property is addressed as 115 -129 Wilson Street, COLAC and more particularly described as being Lot 2 PS 508027
2	***Term of Lease*** ***(refer to clause 1.1)***	Ten (10) years with an option for a further Three (3) years at the discretion of the Lessor.
3	***Commencement Date of Lease***	1st July 2013
4	***Expiry Date of Lease***	30th June 2023
5	***Rent Payable*** ***(refer to clause 1.4)***	$ 7,058.15 (plus GST) for 2013-14 Rent is payable quarterly in advance as invoiced with due dates being 31st August, 30th November, 28th February and 31st May or annually as preferred by the lessee and advised in writing to the lessor.
6	***Use of Property*** ***(refer to clause 4.1)***	The property is to be used as a clubrooms for social gatherings, club functions, playing of lawn bowls and associated club activities.
7	***Landlord***	Colac Otway Shire
8	***Address of Landlord***	PO Box 286, COLAC Vic 3250 Office located at 2-6 Rae St, COLAC Vic 3250
9	***Lessee***	Colac Central Bowling Club Inc.
10	***Address of Lessee***	115-129 Wilson Street, COLAC Vic 3250 Email: colaccentral.bc@bigpond.com
11	***Maintenance Responsibility*** ***(refer to clause 4.2)***	Responsibility for maintenance is as specified in Schedule 2 as is applicable to the building and surrounds.
12	***Responsibility for Rates and Charges*** ***(refer to clause 2.1)***	The lessee is responsible for payment of :- - Waste Management Charge levied by Colac Otway Shire - any taxes, charges or rates levied by other authorities.

Schedule 2
Maintenance Responsibilities

Item	Occupier's Responsibility	Council's Responsibility
Air Conditioning and Heating Appliances	• Service and repair when required	• Replacement of unit and any major parts
Building	• Determine and document the specific needs of the building relating to any requests to Council for building alterations. • Prepare plans and obtain quotes for requests for minor improvements.	• Assess all requests submitted. • Undertake works required to bring premises and surrounds to appropriate standards to meet the required regulations. This excludes items identified as the lessee's responsibility in this document. • Preparation of long-term development plans, design of major building alterations or major structural works.
Cleaning	• Keep premises in clean, sanitary and fresh condition.	• Nil
Ceilings, Walls and Skylights (internal)	• Cost of repairs due to major or continual misuse. • Regular cleaning	• Major repair and/or replacement due to structural faults/age.
Curtains/Drapes/Blinds	• Repair costs. • Replacement costs. • Supervision of installation of replacement items. • Regular cleaning.	• Nil
Doors (Inc. cupboard doors)	• Regular cleaning and repair of internal/external doors due to major or continual misuse. • Minor adjustments.	• Replacement due to age, structural fault.
Electrical Wiring, Fittings and Lights	• Additional or security lighting. • Cost of repair and replacement of electrical wiring if damage is due to major or continual misuse. • Repair and replacement of all light globes. • Regular cleaning of all light fixtures.	• Replacement of all building wiring from main supply to and including the switchboard. • Replacement of light fittings.

Fire Extinguishers	• Nil	• Service/annual inspection and maintenance charge. • Fill when discharged and replace if stolen.
Floor Surfaces and Coverings	• All regular cleaning and maintenance of floor coverings such as carpet and tiles.	• Replace to essential areas when excessively worn or dangerous.
Fly Screens	• Maintain and replace fly wire. • Install additional fly screens	• Nil
Garbage	• Normal fee for service waste collection	• Nil
Glass	• Replace broken or cracked windows arising from misuse. • Regular cleaning	• Replace due to breakage arising from structural fault, age.
Grounds	• Keep all entry/exit areas clear and sweep regularly. • Maintain all grounds associated with building by cutting the grass, minor pruning, replacing trees, bushes and flowers if required. • Repair fences. • Remove dead foliage. • Seek Council approval for any modification to the grounds. • Maintenance of garden beds. • Maintenance of garden hoses and sprinklers etc. Cleaning and weeding of pavement and driveway areas	• Repair paths, driveways etc. • Replacement of essential pavement, driveway and carpark areas; retaining walls and ramps. • Replacement of essential/required fences. • Structural repairs or capital works re. fences. • Trees lopped/pruned to meet security/safety requirements where considered dangerous.
Emergency Lights and Exit Signs	• Notification to Council of maintenance issues.	• Inspection and replacement of globes. • Replacement of fittings.
Internal Appliances eg. Fans, Kettles, Food Processors etc.	• Replacement as required of minor kitchen appliances.	• Nil
Vandalism	• Less than $1000 (subject to change based on claims history)	• More than $1000 (subject to change based on claims history)
Keys and Locks	• Repair and replacement of locks if damaged through major or continued misuse.	• Replacement of lost or damaged keys as applies to Council's master key system. • Supply of keys for user groups. • Repair and replacement of locks as applies to Council's master key system.
Painting	• Internal painting if damaged through major or continued misuse or colour scheme changes etc.	• Internal and external for structural integrity reasons.
Permanent Fixtures	• Regular cleaning of all fixtures. • Repair and/or replace if	• Replace when required the following items:

	damaged through major or continual misuse.	- hot water service - sinks and toilets - verandas attached to the building.
Pest Control	• Keep all areas in a clean and hygienic state. • All pest control as required both internal and external.	• Pest control relating to structural items (eg. woodborer and termites).
Plumbing	• Cost of internal repair due to major or continued use or misuse. • Replacement and repair of internal surface plumbing fittings such as toilet seats, taps and washers etc.	• Replacement of damaged or corroded plumbing fittings, toilet bowls and cisterns. • Repairs or works required for drainage purposes, including sewerage, drains, water pipes and pits. • Replacement of gas pipes. • Structural repairs or capital works.
Roof, Skylight, External Walls, Spouting and Downpipes	• Cleaning of roof, external walls, spouting, downpipes and guttering.	• All maintenance and repair of the structure of the premises as required.
Signage	• Maintain and replace all internal/external signs relating to the committee.	• Identification signage to be provided by Council where required.
Smoke Detectors	• Install, repair and replacement of battery operated smoke detectors. Includes battery replacement as required.	• Installation and maintenance of hard wire system where required.
Telecommunication Systems (eg. fax, photocopiers, telephones etc)	• Purchase, service and maintenance cost. • Replacement costs.	• Nil
Whitegoods (eg refrigerator, dishwasher etc)	• Service and maintenance costs. • Replacement costs.	• Nil

Colac Otway Shire Draft Municipal Public Health and Wellbeing Plan 2013-17

DRAFT

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Table of Contents

Executive Summary **3**
Introduction **5**
Preparing this plan **6**
Policy context **8**
Our shire profile **12**
Our Vision **14**
Guiding Principles and Approach **16**
G21 Public Health and Wellbeing Planning Framework **18**
Consultation Process **19**
Colac Otway Workshop **19**
Health and Climate Change **23**
Colac Otway Shire **25**
Draft Municipal Public Health and Wellbeing Plan 2013-17 - Actions **25**
Embed key health and wellbeing enablers **26**
Plan for an ageing population **30**
Reduce significant levels of disadvantage in early years **32**
Increase levels of physical activity **34**
Protection through public & environmental health **36**
Promote nutrition and food security **38**
Support mental health & connectedness **40**
Reduce domestic violence **42**
Support Healthy Behaviours **44**
Reduce harm from alcohol and other drugs **46**

Colac Otway Shire acknowledges the traditional owners and custodians of the lands in our region and pays respect to their Elders both past and present

Executive Summary

The purpose of the Municipal Public Health and Wellbeing Plan 2013-2017 (this Plan) is to clearly described the context and content of how Colac Otway Shire will work to support the health and wellbeing of the Colac Otway community, in some important issues, over the term of this Council.

This Plan has been developed to meet the legislative requirements of the Victorian Government *Public Health & Wellbeing Act 2008* and the *Climate Change Act 2010*. To achieve this, Council needs to prepare and adopt a Municipal Public Health and Wellbeing Plan within twelve months of a new Council being elected which must have regard to climate change. This Plan is closely aligned to the recently adopted Colac Otway Shire Council Plan 2013 – 2017 and actions are linked to the Council Plan themes.

Actions in this Plan have been developed through evidence based research on health and wellbeing issues that identify Colac Otway compared to other municipalities, as being disadvantaged or less healthy. This is supported by local and regional workshops, meetings with stakeholders and an on-line survey.

The Victorian Public Health and Wellbeing Plan 2011-2015 provides a model on which to strengthen the prevention system and has identified the following key enablers which need to be embedded into the functions of Council as they relate to public health and wellbeing issues.

- Governance and leadership
- Information systems and the use of evidence based data
- Financing and resource allocation
- Partnerships
- Workforce development

It is recognised that partnerships provide better opportunities for health and wellbeing outcomes. For Colac Otway these partnerships are with the G21 Regional Alliance, through the development of a G21 Regional Health and Wellbeing Strategy and with local health and community service providers.

The G21 Region Health and Wellbeing Strategy has been developed concurrently with this Plan and has provided direction on health and wellbeing processes. Regional priorities will focus on Community Connectedness and Social Isolation, and Physical Activity. These regional priorities will be supported by an evidence based approach to develop a new G21 Region Health and Wellbeing Profile. This Plan will form part of the regional strategy.

Guiding principles developed out of the Council Plan and Council's Access, Equity and Inclusion Plan 2010 – 2013 provide the core values and philosophy to improving local health and wellbeing.

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Using information from research and local conversations, and themes in the Council Plan, a number of health and wellbeing priority interventions have been developed. These are to:

- Embed key health and wellbeing enablers.
- Plan for an ageing population.
- Reduce significant levels of disadvantage in early years.
- Increase levels of physical activity.
- Protection through public and environmental health.
- Promote nutrition and food security.
- Support mental health and wellbeing.
- Reduce domestic violence.
- Support healthy behaviours.
- Reduce harm from alcohol and other drugs.

For each of these health and wellbeing priorities, a brief description of the issue is provided. This is supported by evidence based information and supporting documents. An 'Action Guide' for each of these priorities has been prepared which outlines the goal, its link to the Council Plan, and a number of actions. Key partners are identified with Council for many of these actions.

Although these health and wellbeing priorities are individually actioned, undertaken together they provide multiple strategies which complement each other. It is intended that this approach will assist Council and its partners to improve the health and wellbeing outcomes for the life of this Plan and beyond.

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Introduction

This Plan has been developed to meet the legislative requirements of Council as defined under the Public Health & Wellbeing Act 2008, which is to produce a Municipal Public Health & Wellbeing Plan that:

- examines data about health status and health determinants in the municipal district;
- identifies goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;
- provides for the involvement of people in the local community in the development, implementation and evaluation of the Public Health & Wellbeing Plan; and
- specifies how the Council will work in partnership with the Department of Health and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the Public Health & Wellbeing Plan.

This Plan will meet the following three requirements:

- Prepare a Municipal Public Health & Wellbeing Plan that is finalised within twelve months of the new Council being elected and as such reflects the new Council Plan and the subsequent Operational and Business Plans within Council.
- Prepare a Regional G21 Public Health & Wellbeing Strategy which incorporates the municipalities of Colac Otway Shire, City of Greater Geelong, Golden Plains Shire, the Borough of Queenscliffe and Surf Coast Shire. The regional plan will focus on two regional priorities.
- Work closely with health services such as Colac Area Health, Hesse Rural Health, Otway Health and Community Services and other service providers such as Glastonbury and St. Laurence to develop partnerships in health and wellbeing activities, and share ideas, research, resources and training opportunities.

Preparing this plan

This Plan has been informed by the following processes:

- Review of the demographic and health profile data for the Colac Otway Shire.
- The direction of the Colac Otway Shire Council Plan 2013-2017.
- The development of a G21 Regional Health and Wellbeing Strategy and its key priorities.
- The development of a Geelong/Colac Otway Region Physical Activity Strategy.
- The development of the G21 Public Transport Strategy.

This Plan needs to outline enabling strategies and actions to increase Council's capacity across all of its functions to improve the public health and wellbeing of people within the municipality. A health and wellbeing impact lens needs to be applied to all of Council's plans, strategies and activities to promote heath for all and reduce health inequality.

To this end, it is fundamental that Council understands the systems thinking approach and supports positive factors that are beneficial to promoting determinants of health such as universally accessible open spaces and infrastructure, urban design, sustainability, liveability, sanitation, active transport and reducing disadvantage.

Where actions can be planned and implemented across the G21 and Great South Coast regions in which Colac Otway exists, they will be. Where priorities are unique or significant to Colac Otway, local planning and actions will occur. The priorities identified in this Plan are divided into the following themes:

- Embed key health and wellbeing enablers
- Plan for an ageing population
- Reduce significant levels of disadvantage in early years
- Increase levels of physical activity
- Protection through public and environmental health
- Promote nutrition and food security
- Support mental health and connectedness
- Reduce domestic violence
- Support healthy behaviours
- Reduce harm from alcohol and other drugs

There are a number of local and regional documents to be prepared over the next 12 months that will have a regard to supporting health and wellbeing within Colac Otway. This Plan recognises the importance of these documents and the finer detail that they will provide to a number of this Plan's goals. These will include the:

- Colac Otway Shire Early Years Plan.
- Colac Otway Shire Positive Ageing Strategy.
- Colac Otway Shire Access, Equity and Inclusion Plan.
- Colac Otway Shire Alcohol & Other Drugs Plan.
- Colac Otway Shire Active Transport Strategy Plan.
- Colac Otway Shire /City of Greater Geelong Physical Activity Strategy.
- G21 Public Transport Strategy.

- G21 Public Health and Wellbeing Strategy.
- Integrated Health Promotion Plans – Local and Regional Health Services.

There have been two potential G21 regional priorities developed for the G21 Region Health and Wellbeing Strategy.

These will be further developed in mid 2013 and may change prior to the adoption of this Plan. Any changes will be noted and presented in the final draft to Council for adoption.

- Community Connectedness and Social Inclusion:
  - Focus on regional models for community governance for smaller community based organisations.
  - Focus on regional volunteering.
  - Focus on the Regional Family Violence Strategy development.
  - Identify the point of connection between Integrated Health Promotion and Service Coordination/Integrated Chronic Disease Management.
- Physical Activity:
  - Facilitate professional development seminars on urban designs, strategic planning, and crime prevention.
  - Link the various physical activity projects and promote pathways for information and referral.
  - Identify the point of connection between Integrated Health Promotion and Service Coordination/Integrated Chronic Disease Management.

These will be supported by an evidence based approach to develop a new G21 Region Health and Wellbeing Profile to:

- collate and promote agreed indicators;
- produce factsheets on identified determinants;
- host workforce development tools on the G21 server; and
- to provide a Health and Wellbeing Platform for sharing information, research and project activities.

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Policy context

International

In March 2005, the World Health Organisation (WHO) established the Commission on the Social Determinants of Health to support countries and global health partners in addressing the social factors leading to ill health and health inequities.

Social Determinants of Health

The social determinants of health are the conditions in which people are born, grow, live, work and age. These circumstances are shaped by the distribution of money, power and resources at global, national and local levels. The social determinants of health are mostly responsible for health inequities - the unfair and avoidable differences in health status seen within and between countries.

World Health Organisation

In October 2011, Member States adopted the Rio Political Declaration at the World Conference on Social Determinants of Health, calling upon them to act in five areas:

- Adopt improved governance for health and development
- Promote participation in policy-making and implementation
- Further reorient the health sector towards promoting health and reducing health inequities
- Strengthen global governance and collaboration
- Monitor progress and increase accountability.

This was reinforced at the 66th World Health Assembly held in Geneva in May 2013. During the opening of this assembly Member States were reminded that *"factors that contribute to good health at low cost include a commitment to equity, effective governance systems, and context-specific programmes that address the wider social and environmental determinants of health."*

National

In Australia there are a range of strategic policy reforms being administered through legislative reform and a set of Health Partnership Agreements with their corresponding national health agencies. One national body integral to this work is the Australian National Preventive Health Agency which oversees major investments in policy and program changes to impact more on priority areas such as tobacco, alcohol consumption, healthy eating and physical activity.

There are multiple policies and strategies within the Commonwealth Government that focus on national health and wellbeing initiatives. Those that provide direction for this Plan include:

- *The Australian Government's National Food Plan* - sets the direction for government policy on food into the future. It is one of the key pillars for achieving the goals of the Australia in the Asian Century white paper.

- *The Roadmap for National Mental Health Reform 2012-2022* – is for a society that values and promotes the importance of good mental health and wellbeing, maximises opportunities to prevent and reduce the impact of mental health issues and mental illness and supports people with mental health issues and mental illness, their families and carers to live full and rewarding lives.[1]
- *The Australian Early Years Development Index* – identifies the level of vulnerability within children.
- *The Australian Government Social inclusion Framework* – identifies where effort is required and what successes can be built upon.
- *Department of Education, Employment and Workplace Relations, National Quality Framework for Early Childhood Education* – has developed the Early Years Learning Framework for early childhood education and care and is a key component of the Australian Government's National Quality Framework for early childhood education and care.
- *Department of Health and Ageing* – is introducing nationwide its ***Live Longer Live Better*** program.

State

The *Public Health and Wellbeing Act 2008* is the principle State Government legislation to promote and protect the health and wellbeing of Victorians. As a requirement of this Act, the Victorian Public Health and Wellbeing Plan 2011-2015 was developed to improve the health and wellbeing of all Victorians by engaging communities in prevention, and by strengthening systems for health protection, health promotion and preventive healthcare across all sectors and levels of government.

The three other Victorian acts of parliament that impact directly on themes in this Plan are the:

- *Food Act 1984*
- *Tobacco Act 1987*
- *Climate Change Act 2010*

The *Environments for Health Municipal Public Health Planning Framework* was developed in 2001 to assist local governments to consider the impact on health and wellbeing of factors across any or all of the built, social, economic and natural environments.

The State Plan is one in a suite of relevant plans and frameworks that govern health reform in Victoria such as the Victorian Health Priorities Framework 2012-2022 and the Rural and Regional Health Plan 2012.

Throughout the material reviewed it was reinforced *that 'health-planning efforts must focus on the creation of structures and processes that actively work to dismantle existing health inequalities and create economic, political, and social equality'*. (Schulz & Northridge, 2004).

[1] Australian Commonwealth Government, The Road Map for National Mental Health Reform 2012-2022 http://www.coag.gov.au/node/482

Regional

G21 - Geelong Region Alliance (G21) is a formal alliance of government, business and community organisations working together to improve the lives of people within the Geelong region across five municipalities – Colac Otway, Golden Plains, Greater Geelong, Queenscliffe and Surf Coast.

Central to the operation of G21 are eight pillar groups based on the region's key priorities. Each pillar is made up of key decision makers and subject experts within each category who meet on a regular basis.

Both the Health and Wellbeing Pillar and the Sport and Recreation Pillar are undertaking regional planning processes that are closely connected to the development of this Municipal Public Health and Wellbeing Plan.

G21 Region Health and Wellbeing Plan 2013-2017

The aim of the *G21 Region Health and Wellbeing Plan 2013-2017* is to improve the health and wellbeing of communities through the G21 region.

Geelong and Colac Otway Region Physical Activity Strategy

The aim of the *Geelong and Colac Otway Region Physical Activity Strategy* is to provide an evidence base to guide policy and decision making at a regional and municipal level to create environments that support physical activity. The strategy is intended to complement the work being done in the health and wellbeing area, whilst maintaining a distinct focus on physical activity.

This Strategy is due for completion in late 2013.

G21 Public Transport Strategy (draft)[2]

The G21 Public Transport Strategy has the overall goal of **increasing utilisation of public transport**, and in turn reducing traffic congestion, improving the environment, and overcoming social isolation.

This Strategy (draft) has established four strategic objectives:

1. **Access for All:** *a base level of service should be available to all across the region, and that all services should be accessible to potential users.*

2. **A well connected Region:** *public transport will serve the need for access to and between the region's centres.*

3. **Urban public transport for an Urban Centre:** *a 'go anywhere' public transport network will be developed in Geelong by reshaping and simplifying the current network.*

4. **Improving information, planning and partnerships:** *The G21 Region will take a leadership role in finding new ways to implement better public transport, sooner.*

[2] Aecom, June 2013, G21 Public Transport Strategy, Draft for exhibition.

Local

The Colac Otway Shire's Council Plan 2013-2017 is the key document that will guide direction and activities during the four year term of our current Council. It sets out our Shire's vision and identifies the themes, priorities and strategies we will pursue.

The four key themes or 'pillars' in the Council Plan are:

1. **Good Governance**
2. **A Planned Future**
3. **A Place to Live and Grow**
4. **A Healthy Community and Environment**

Other local documents sourced for this Plan include:

- Colac Otway Shire Public Health Plan & Wellbeing Plan 2010 - 2013
- Colac Otway Shire Public Open Space Strategy
- Colac Otway Shire Early Years Plan 2010 - 2013
- Colac Area Health – Integrated Health Promotion Plan 2012 - 2013
- Colac Otway Shire Health & Community Services Business Plan 2013 - 2014
- Colac Otway Shire Municipal Emergency Management Plan
- Barwon Regional Drug Action Plan
- Colac Otway Shire Access, Equity and Inclusion Plan 2010 - 2013
- Colac Otway Shire Environment Strategy 2010 - 2018
- Colac Otway Shire Positive Ageing Strategy 2008 - 2012
- Otway Health & Community Services – Integrated Health Promotion Plan 2012 - October 2013
- Colac Area Health – draft Youth Health and Wellbeing Report 2013
- Colac Otway Shire Apollo Bay and Colac - Elliminyt Commuter Footpath Strategies
- Community Food Security Needs Assessment for Colac Otway Shire (draft) 2013

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Our shire profile

Location and history

Colac Otway Shire is located in Victoria's south west within a two hour drive of Melbourne, and approximately an hour to the large regional cities of Geelong to the east and Warrnambool to the west.

The Shire contains the major urban centre of Colac, the coastal resort towns of Apollo Bay and Skenes Creek, the rural townships of Birregurra, Beeac, Cressy and Forrest, and a large rural hinterland. A large proportion of the Shire is made up of Forest Park and National Park.

The Shire at a Glance
Area: 3,427 sq kilometres.
Length of Local Roads: 1,632 kilometres.
Coastline: 95 kilometres.
Forest and National Park: 110,000 hectares.
Estimated population: 20,973
Population born overseas: 7.5%
Population growth rate: 1.2%
Employment rate: 97% (full time, 57%)

Development in the Shire dates from the 1850's when pastoralists and timber-getters established themselves in the areas around Colac. Colac experienced significant growth in the first half of the 20th century as it became the major service centre to the agricultural areas to the north and the timber getting areas to the south. Apollo Bay was established in the 1860s as a port for the timber being harvested in the Otway Ranges. The construction of the Great Ocean Road in the 1930s opened up the coastal strip for development and in more recent years Apollo Bay has established itself as a holiday destination.

People

Our estimated population for 2013 is 20,973. The forecast through to 2031 is for a growth of approximately 1% per annum. We expect this to increase once the dual highway to Geelong is completed as it will open up the region making commuting an attractive option for both the local population and for those seeking a lifestyle change.

Growth over the coming 18 years is also predicted to be steady, however with an increasingly ageing population.

Age Structure

Age structure is an important indicator of an area's residential role and function and how it is likely to change in the future. The age structure of a population is usually indicative of an area's era of settlement and provides key insights into the level of demand for services and facilities, as most services and facilities are age-specific. The current age structure of Colac Otway is:

- 0 – 4 years 6.2%
- 5 – 19 years 19.4%
- 20 – 34 years 14.8%
- 35 – 59 years 34.0%
- over 60 years 25.6%

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Education and Employment

Young people in Colac Otway Shire tend to leave school earlier and are less inclined to go to university, compared with regional Victoria. Overall, 41.9% of the population left school at Year 10 or below, and 31.9% went on to complete Year 12 or equivalent, compared to 39.0% and 35.6% respectively for regional Victoria. On the other hand, our Shire experiences a higher employment rate, 97% (full time, 57%; part time, 40%) than for regional Victoria, at 94.8%.

The five major industry sectors are:

- Health Care and Social Assistance (1,133 persons or 13.7%)
- Manufacturing (1,048 persons or 12.7%)
- Agriculture, Forestry & Fishing (993 persons or 12.0%)
- Retail Trade (843 persons or 10.2%)
- Tourism (693 persons or 8.4%)

In combination, these five industries employed a total of 5,220 people or 63% of the employed resident population.

Housing

The housing market in our Shire shows distinct variations. Colac and the rural areas primarily provide housing for families, with rural areas recording some population decline in recent years due to ongoing structural change in agriculture and the ageing of its population.

By contrast, our coastal areas have a dual housing market focussed on families and retirees. However, the vacancy rates are extremely high, reflecting their role and function as holiday destinations. It is expected that demand for housing in the coastal areas will predominantly come from further afield, such as Geelong and Melbourne.

There are significant differences in the supply of residential property within the Shire, which will have a major influence during the next five to ten years due to changing needs. New development opportunities have been identified in Elliminyt and the coastal areas, while the established areas of Colac and the rural areas have relatively low numbers of new dwellings expected over the forecast period.

Sources
Australian Bureau of Statistics Census 2011
.id Consulting, Melbourne 2013
REMPLAN 2012

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Our Vision

The Colac Otway Shire Council Plan 2013 – 2017 was adopted by Council in June 2013. Its vision for this term of Council is to work towards:-

Vision: A sustainable community with a vibrant future

Council Plan Pillars

Our Council Plan is structured around four key themes or 'pillars'. These are:

1. **Good Governance**
   means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

   Our Goal:
   Ensure transparency of governance practices, the capability of our organisation and effective resource management.

2. **A Planned Future**
   creates an attractive shire with quality buildings and spaces, accessible travel and transport, and a community that has the services and facilities it needs now and in the future; supports a prosperous economy where trade, manufacturing and business activity flourishes.

   Our Goal:
   Facilitate the growth, liveability and development of the shire and encourage innovation and efficiency in the local economy.

3. **A Place to Live and Grow**
   is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.

   Our Goal:
   Improve access to buildings, spaces, services and education to support and enable quality of life.

4. **A Healthy Community and Environment**
   actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

   Our Goal:
   Respect cultural differences, support a diverse range of healthy and creative activities, foster community safety and promote environmental sustainability.

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

It is the intent of this Municipal Public Health and Wellbeing Plan for 2013 – 2017 to respond to the four pillars within a health and wellbeing context by enhancing health and wellbeing and the quality of life for Colac Otway communities. Figure 1 shows the connection between this Plan and the four pillar of the Council Plan.

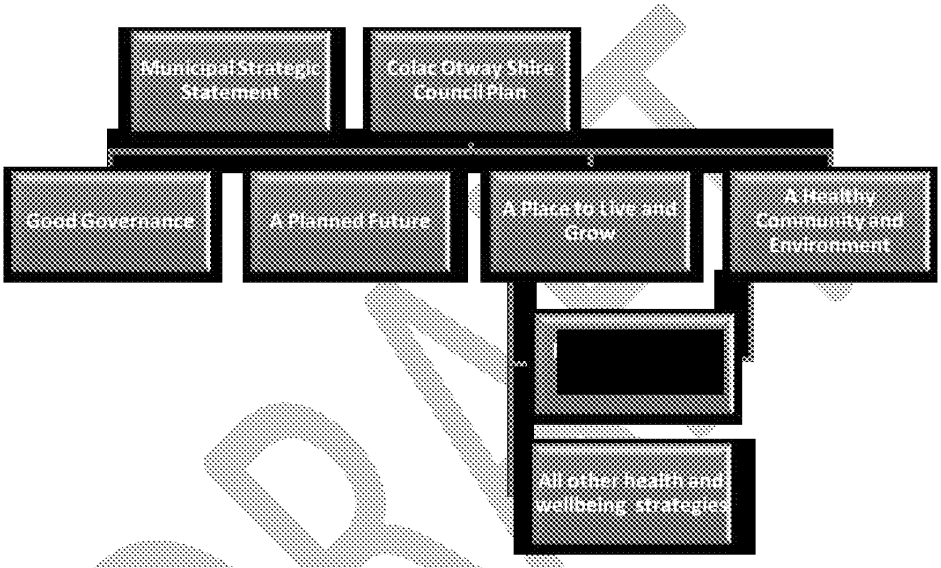

Figure 1: Council Plan structure where this Public Health and Wellbeing Plan and associated pillars of the Council Plan are linked

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Guiding Principles and Approach

Public Health Analysis and Planning

Some key points to note about the current approach to public health and wellbeing analysis and planning are:

- Leadership in public health thinking emphasises that it is complex, it is ongoing, and it is costly to undertake what is required, yet it is more costly to not act.
- Defining the intervention or action appears to be increasingly based on assumptions about population equity and the impacts of health inequalities on equity.
- Equality, across and for all, of a population is a core value and dealing with inequities is a commitment that most countries adhere to and acknowledge the direct relationship of reducing inequalities to building healthier communities.
- Escalating costs of health care continue to drive change in health promotion & preventive health, as well as pursue ways to improve primary health care per se.

Public Health & Wellbeing Planning Principles

The G21 health and wellbeing plan steering group determined that a set of guiding principles was required and has agreed on the following to underpin the proposed framework. They are:

Create the vision
Set a vision with the community that relates health & wellbeing to broader economic, social, physical and environmental goals and future prospects.

Address fundamental inequities
Population-based social or health inequities and reduce illness.

Deal with complexities
Imperative to respond to the impact of complex problems by using systems approach.

Reorient leaders
Develop leadership & governance that can rise to challenges of collaborative change.

Actively engage
Build collaboration through informed public involvement in decision-making & shared responsibility.

Map and measure
Build knowledge to influence resource challenges with clear planning, review and outcomes based evaluation.

A review of many public health and wellbeing planning frameworks identified supported these key planning principles and are summarised as:

- The adoption of a whole of systems approach embedding plans across the broader municipal policy landscape;

- Collaborative planning with broad community consultation;
- Acknowledging and encouraging cross sectoral action;
- Supporting local government to facilitate and enable from a position of strong participatory leadership; and
- Data driven decision making to ensure latest intelligence informs decisions.

Best Practice Principles

Although the best practice principles identified by the Grattan Institute for contemporary and sustainable planning focussed on city and urban planning and are somewhat generic in nature, they can provide a strong, clear set of core principles of which to be mindful in developing a specific population based planning framework for health and wellbeing such as planned for G21. The principles outlined are that:

- Residents must be involved in decisions.
- Usually a trigger emerges to give impetus for will to have sustained change/improvement.
- Collaboration must be across government, business, community and civic organisations – building alliances.
- Changing governance structures does not, of itself, result in success.
- Long-term consistency in the strategic direction must survive political cycles and leadership.

Regional collaboration is essential for effective decision making on reforms.

Colac Otway Principles

Principles adopted by Council for its Access Equity and Inclusion Plan 2010 – 2013:

- All people will be respected and have the same rights to participate fully in community life.
- All people will be treated with dignity and supported to make their own choices.
- All people will be valued and not discriminated against in any way.
- New residents will be welcomed into the community and given appropriate support.
- Difference and diversity in the community will be embraced and celebrated.
- Colac Otway Council will lead the way and set an example for the rest of the community by being responsive, fair and inclusive in all its practices.

Statements of principles from the Council Plan 2013-2017 that can guide this Plan include:

- We care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.
- Colac Otway is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.
- Colac Otway Shire actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.

G21 Public Health and Wellbeing Planning Framework

The aim of the G21 Region Public Health and Wellbeing Planning Framework is to provide a planning framework that:

- facilitates a collaborative effort to municipal public health and wellbeing planning for the communities in the G21 region;
- enables a regional strategy to address identified priorities;
- aligns local action plans to govern municipal level priorities and interventions; and
- develops evidence-based knowledge through planning, implementation, monitoring and evaluation processes in both regional and local settings.

Listed below are common drivers which research has shown to be critical for an effective and sustainable framework:

- Adopt a systems approach and embed it in evidence-led decision making.
- Shift the mental (conceptual) model to collaborative planning processes, not unilateral consultation.
- Develop and sustain participatory processes that involve key stakeholders in all phases.
- Acknowledge the need for cross-sectoral action and shared measures.
- Redesign the role of local government to be more of a facilitator/enabler, and stronger leader rather than independent decision maker.
- Establish data driven knowledge to inform decisions, and deliver transparency and accountability in performance.

Systems Thinking and Approach

If we know through evidence that a health and wellbeing issue exists, let's say obesity, we know that research around obesity shows it to be a contributing factor to a number of other health complications including Type2 Diabetes, heart attack and dementia. We also know the contributing factors that can lead to obesity. These include poor nutrition, overeating and lack of physical activity.

Each of these factors is important to understand but only contribute to a small part of what makes us who we are and our health and wellbeing status.

The elements that support us to be healthy and well are found all around us. They are found in all parts of our natural, built, economic and social environments. They include loved one's who are family and friends, workplace employees and colleagues, educators, health practitioners and coaches to name a few. Built and natural environments provide opportunities to support health and wellbeing whether they be for physical activity, and emotional uplifting and connection with others as long as they are safe, welcoming and accessible.

To consider any of these settings, connections and supports in isolation fails to provide a whole picture. As a community, and a Council working with our community, we have the capacity to influence better health and wellbeing opportunities, reduce or overcome barriers and support initiatives that enhance health and wellbeing outcomes.

As part of planning for health and wellbeing we need to consider a framework or key enablers that support our goals. These include governance and leadership, information systems, financing and resource allocation, partnerships and workforce development. These will be described in more detail later in this document.

Consultation Process

The consultation process to develop this Plan has involved a number of approaches to gain a clear understanding of health and wellbeing within our communities and stakeholders. Firstly, we needed to recognise the local understanding and knowledge of people within the Colac Otway Shire, local health agencies, organisations, networks and alliances. These are people who on a daily basis meet with, support, provide interventions, counsel and serve the local communities. Health and wellbeing issues and needs are regularly discussed amongst these people. It is through these ongoing discussions that the local context is well understood.

Importantly, there are a number of State Government agencies representatives that attend these meetings and networks which provides them with clarity on health and wellbeing within Colac Otway. In most cases these agencies provide funding to local health and wellbeing initiatives and services. Working in this relationship contributes to developing focussed place based strategies.

Workshops have been held with Councillors and the Executive Management Team to develop a level of understanding and an opportunity for discussion prior to this Plan being released in draft form into our communities. Consultation to develop the draft Council Plan has provided a significant level of context to this Plan.

There have been workshops with local and regional stakeholders to help prioritise health and wellbeing issues within our communities. These have been documented in the *S. Allender, Deakin University G21 Priority Consultations Summary – An overview of G21 public health and wellbeing proprieties in the current and future settings-using systems perspectives and insights, May 2013*.

Validation sessions were conducted with local stakeholders to ensure that the draft plan was understood and accurate.

Colac Otway Workshop

On 21 March 2013 a workshop was conducted with 32 participants from the community and local agencies that provide health and wellbeing services and support. Through a process of considering a number of local health and wellbeing issues the following three were seen as the key priorities.

Participants were asked to consider the current issues and practices for each priority and then to consider the ideal future approach to enhance these priorities to provide better services and outcomes.

Priority 1 – Mental Health/Connectedness

Current:

- Participants described the current mental health connectedness situation as focussed on the adult mental health service system.
- Connections between the community and mental health were lacking, and where they existed, stigmatisation affected engagement with clients.
- Referral pathways were also unclear.
- Governance was perceived to be occurring across several bodies, with influence from government, private sectors, service providers and internal council planners. The only information source identified was state government health databases.
- Finance and resource allocations were focussed on Psychiatric Disability Rehabilitation and Support Services, DHS programs across adult/adolescent and children's services with some funds through the Beyond Blue organisation.
- Neighbourhood houses were viewed as an important partner.

Future:

- Descriptions of future practice outlined a system that was accessible, de-stigmatised, had improved referral pathways and free for the community.
- Governance and leadership under this vision included schools, sporting clubs and other external organisations, local employers, GP's and other key health providers.
- Information systems should be expanded to include data on assessment and referral, in a unified database, which is up to date and accessible.
- Funding to achieve this model would be achieved through flexibility of state and federal government arrangements, philanthropic funding, private health providers and health insurance organisations.

Priority 2 – Nutrition/Food Security

Current:

- Food security and nutrition revolved around evidence that the community was not consuming enough fruit and vegetables, and that opportunities for healthy nutrition such as the community garden were being underutilised.
- Participants also noted that a high percentage (above state average) of residents within the area had experienced food insecurity in the last year.
- Governance was shared between managers within the Local Government Authority, as well as St Laurence Community Services, community stakeholders and other community services.
- Key sources of information were community consultations, needs assessments and G21/Australian Bureau of Statistics data.
- Finance and resources behind food security were broad and extensive, including community resources (such as food banks and community gardens), community organisations (such as general stores, food co-ops and St Laurence) as well as private organisations and transport.
- Workforce development programs included the Smiles for Miles program, as well as an achievements program.
- Equity issues for Colac included lack of transport, the cost of healthy foods and food knowledge and skill.
- The Infographic program and developing an ongoing needs assessment were raised as important avenues for engagement.

Future:

- Participants described the future of nutrition and food security as featuring a reduction in food insecurity, increases in consumption of fruit, vegetables and water, improvements in oral health, nutrition knowledge and food skills, and healthy food affordability.
- Governance and leadership was described as community centric, with knowledge and capacity building embedded in school curriculums, council action plans and public health priorities. Information and data resources would be improved in terms of size and coverage of community needs and food resources available.
- Participants stated that more funds should be directed to prevention measures from public health organisations, and that the community kitchen model could be expanded to build food education and support community members in growing more healthy food.
- Workforce development should be expanded to areas beyond Council, through supporting organisations to develop nutrition policies, and provide educators to better inform the community. Participants proposed the formation of an Active Food Network to engage the community directly, and promote community ownership of food initiatives.

Priority 3 – Healthy Behaviours

Current:

- The healthy behaviours strategies currently involve a range of programs including sports access and healthy ageing, as well as infrastructure development such as the Beechy Rail Trail and Gellibrand streetscape upgrade.
- Healthy behaviour programs are largely governed by initiatives within Council, but included a community led representative group.
- Information came from within Council through GIS data, and communities through consultation and interviews.
- Finance and resource allocations were through both state and federal government, grants, donations, and volunteered human resources.
- Council, community and the volunteer community ambassador program were all considered important partnerships integral to local workforce and supported by training and workshopping.

Future:

- Future practice revolves around the extension of and improved access to current programs and strategies.
- The Men's Shed program was a model for developing an equivalent for women, youth sports programs could be extended and the trail network could be both expanded with existing elements linked.
- Governance to be centralised into a body comprised of local and state government, local business, and recreation/leisure networks.
- Information could be sourced from project reports, trials, reports, and strategy documents, and asset management would feed information back into health behaviour efforts to inform resource allocations.
- Finance should be provided through all levels of government as well as clubs and associations. Businesses and volunteers could also contribute to resources to sustain funding at the local level.
- G21 was listed as a potential additional support.

Online Survey Results across G21

An online survey was conducted to identify health and wellbeing priorities. The results from this survey are available in the *G21 PHWB summary report of the 'Understanding Health & Wellbeing In your Community' survey 3 April – 20 May 2013.*

The top three priorities from the survey have been grouped into the four environments for health – natural, social, built and economic and are provided in Table 1.

Table 1	Natural	Social	Built	Economic
Priority 1	Pollution & vegetation loss	Access to affordable & nutritious food	Access to public & community transport	Local employment opportunities
Priority 2	Access to parks, reserves and open spaces	Social isolation experienced by some residents	Pedestrian safety & wellbeing	Local education & training
Priority 3	Effective recycling in the community	Incidence of family violence	Access to affordable housing	Locally grown food

It is important to acknowledge that each of these health and wellbeing priorities within the G21 region are being addressed or will be addressed in Council strategies and activities. Priorities in the Natural Environment are being actioned through Council's Environment Strategy and the Public Open Space Strategy. There are actions in this Public Health and Wellbeing Plan to address the Social Environment priorities. The proposed G21 Public Transport Strategy, Council's Commuter Footpath Strategies and the Council Plan either address or highlight the need to address priorities in the Built Environment. Finally, the development of local Trade Training Centres and the Advancing County Towns project to develop a Green Industry Feasibility Plan - Local Produce Directory are exciting advancements that will complement the working being proposed in this Plan to develop a food strategy and action plan to address issues around nutrition and food security. This should reflect a local response to the recently released Nation Food Plan 2013.[3]

[3] Department of Agriculture, Fisheries and Forestry, 2013, *National Food Plan, Our food future*, Department of Agriculture, Fisheries and Forestry, Canberra. daff.gov.au/nationalfoodplan

Health and Climate Change

Climate change will alter global and local climates. In Victoria, this means warmer average temperatures, more frequent and severe heatwaves, more very high fire danger days, reduced average and more variable rainfall, increased incidence and extent of drought, reduced snow cover, and sea level rise. Observed trends in Victoria's climate and estimates for Victoria's future climate are discussed in the Victorian Government's *Report on climate change and greenhouse gas emissions in Victoria* (2012).[4]

The *Climate Change Act 2010* outlines local government's duty, as a decision maker and action implementer, is to have regard to climate change in any Act mentioned in its Schedule 1. This includes the preparation of a Municipal Public Health and Wellbeing Plan by a council under section 26 of the *Public Health and Wellbeing Act 2008*.

To better understand the local impacts of climate change Council is a lead member of the Climate Resilient Communities of the Barwon South West project. This is a joint collaboration between 10 local governments, the Victorian Department of Environment and Primary Industries and a range of statutory agency partners. The project aims to help communities throughout the Barwon South West region understand what risks or opportunities might be presented by future extreme weather events.[5]

This information will provide evidence based data to help Council and communities to better understand and consider how climate change may impact on various aspects of health and social activities, economic viability, infrastructure security and modification, public transport, water consumption and the natural environment.

Following these considerations we will be in a position to adapt to changing climatic conditions. Adaptation can take many different forms which include:

- education and training about climate change.
- planning emergency responses for more severe extreme weather events.
- revising planning standards for vulnerable areas.
- developing technical and scientific solutions, such as increasing thermal performance standards for buildings or modifying sports fields and open spaces to better cope with drought conditions.

Adaptation also involves actively managing our environment to improve the resilience of key natural resources like water catchments.

[4] http://www.climatechange.vic.gov.au/__data/assets/pdf_file/0005/136490/DSE_Greenhouse-Report_online.pdf

[5] Climate Resilient Communities of the Barwon South West, Fact Sheet 1

Supporting Documents

- The *Liveable and Just Toolkit* developed for the Victorian Local Governance Association provides an integrated approach to considering the social and equity impacts of climate change adaptation. Elements of the International Council for Local Environmental Initiatives *Local Government Climate Change Adaptation Toolkit* may also be useful in supporting integration of climate change activities across local government.

- *Healthy by design,* a resource developed by the Heart Foundation to incorporate health and wellbeing considerations into urban planning also contains integrated planning principles.

- A document to support councils to better understand and cope with extreme weather events is the Victorian Department of Health Municipal public health and wellbeing planning – having regard to climate change. 2012. Available at: http://docs.health.vic.gov.au/docs/doc/Municipal-public-health-and-wellbeing-planning-having-regard-to-climate-change

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Colac Otway Shire
Draft Municipal Public Health and Wellbeing Plan 2013-17 - Actions

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Action: Embed key health and wellbeing enablers

It is apparent from previous health and wellbeing plans that have been developed by Council that the evidence collected and the strategies determined were appropriate at the time. What was missing was enabling strategies to ensure that capacity, partnerships and resources were available to achieve the actions within these plans.

A fundamental component of this plan will be to identify the key enablers which support better health and wellbeing outcomes. This Plan will consider five key enablers which provide the building blocks to support actions in this Plan.

An example of how this could be developed is by considering nutrition and food security as a case example proposal within each of the enabling building blocks.

Governance & leadership

Governance and leadership involves ensuring strategic policy frameworks exist and are combined with effective oversight, coalition building, the provision of appropriate regulations and incentives, attention to system-design, and accountability. Leadership involves highest levels or representation in an organisation and across any governance structures.

The inclusion of health and wellbeing planning principles in the way Council operates across all of its services, responsibilities and functions is important to ensure that actions within this Plan and other strategic policy frameworks are equally understood and considered.

An example of how this can be implemented is to include in the template for Council Meeting reports a heading for *social or societal impact*. An understanding of what impact a report has on individuals, cultures and communities is important when aligning Council's reporting processes to its vision of ***'A sustainable community with a vibrant future'***.

Over the previous two public health and wellbeing plans there has been an action to create a health and wellbeing alliance. This, in effect, was delivered in 2011 with the development of a Towards Liveable Communities Coordination Committee (TLC3) and the active participation of member organisations with the formation of a health and wellbeing group. Over a period of time it has become evident that this group needs to consider the whole of the municipal district and form an alliance as partners that reflect the goals of the public health and wellbeing plan of Council and similar activities within each of the other organisations. The Department of Health supports this proposal as a way to improve outcomes, share resources and partner to deliver common strategies. This joined up approach will lead to implementing the best strategic approaches across a number of organisations to provide holistic and sustainable health and wellbeing promotion, prevention and protection programs for our communities and individuals.

Case example – Council, Colac Area Health, Otway Health, St. Laurence and the Department of Planning and Community Development have developed a joined up approach to plan for and develop a number initiatives to improve nutrition and food security within Colac Otway.

Information systems (evidence focus)

A well-functioning health information system is one that ensures the production, analysis, dissemination and use of reliable and timely information on health determinants, health system performance and health status. There is demonstrated uptake of evidence in decision making at policy, strategy, program, intervention and activity levels.

This requires local evidence based data to be documented and analysed collectively by organisations that deliver health and wellbeing services. Planning based on findings and analysis as an alliance will reduce duplication, eliminate gaps and lead to a focus on priorities specific to our communities.

This proposal is supported through research conducted by the G21 Region Alliance (G21) on the needs of local health service providers which highlighted the need for accurate data to make the best decisions.

Case example – Colac Area Health and Otway Health and Community Services, with support from Council, have undertaken 18 months of research to identify local nutrition and food security needs. This has been presented to a range of stakeholders in a forum for consideration and direction.

Financing & resource allocation

A system that, based on data, priorities and evidence-based interventions, allocates funds for health and wellbeing related services and programs, as well as analyses how other resource allocations impact either positively or negatively on desired health and wellbeing outcomes.

Allocation of Council resources for health and wellbeing initiatives is controlled by the strength of the business case presented, the strength of other business cases within Council, and the resources available to support them. To improve the likelihood of receiving the resources required compelling evidence is required. This evidence is also important when looking beyond Council as a fund provider. A cumulative case presented to the G21 by councils within G21 on a specific health and wellbeing proposal is more likely to be supported by G21 directly or through a G21 regional submission made to other governments for funding. It is important that within G21 there are many health services, community services and companies that are interest in and support well researched health and wellbeing needs and initiatives. Financing and resources by G21 members contribute to committees, joined up contributions, forums and can provide the leverage required for external funds becoming available.

Local partnerships within Colac Otway ensure that each member of the health and wellbeing alliance can bring a set of skills, experience and knowledge that will lead to a more overall understanding of what is required; access to a broad range of settings and a greater capacity and resources to achieve positive focussed outcomes.

Case example – Personnel and financial resources from Colac Area Health, Otway Health and Community Services, St Laurence and Council have been combined to develop a plan and seek funding to support initiatives to increase eating nutritious food and providing food to people in need. Funding from state government to build a local foodshare facility in Colac is an example of what can be achieved.

Partnerships

Health and wellbeing interventions are primarily delivered through collaborative relationships and formal arrangements that demonstrate a cross sectoral and integrated approach across the four environments for health.

It is recognised that the proposed local health and wellbeing alliance is predominantly from the social, community and health sectors. It is fundamental that this alliance engages with Council's economic, infrastructure and environmental programs. It is equally important that the alliance engages with other levels of government, local organisations, businesses and the community through community development action models to achieve the best outcomes.

Case example – Colac Area Health, Otway Health and Community Services and Council have worked together to gather local data, research needs, make presentations and convene forums to forward the goal of all people having access to nutritious and affordable food.

Workforce development

Establishing capacity to develop and sustain a more integrated practice to health and wellbeing planning as described, requiring an inter-professional approach with planners to contribute to the regional preventive health workforce.

In the development of the G21 Health and Wellbeing Strategy, which includes Council's health and wellbeing plan, a set of online training tools will be available on the G21 website to support the development of the local workforce to improve their understanding of health and wellbeing issues and how best to promote and protect health, and prevent illness. In the Barwon South West Region of Victoria the Department of Health and regional training providers have been working on a strategy to provide further education to support the health and wellbeing workforce to best meet future needs around health promotion, treatment and care.

Case example – Through research, data collection and conversations within a number of settings the need to increase an understanding of the importance of food security for all people in the Colac Otway region is being developed. This will include courses for Council and health services staff, not just in the health environment but also the built, natural and economic environments.

Community capacity

An engaged, inclusive approach to building community understanding of the inter-related issues, needs and experiences and the current or desired assets needed in the community to improve health and wellbeing outcomes for everyone. This includes community plans, public engagement policy and transparency in decision making.

An important part of this Plan recognises the need to increase community engagement and inclusion. This mirrors the Council Plan to involve people in decisions that affect them, and to support and enable quality of life across people of all ages, backgrounds and cultures.

Case example – This Health and Wellbeing Plan recognises the need for all people to have access to nutritious, affordable and secure food. The work conducted to understand this need and put in place strategies and actions to support food security is highlighted in this Plan under the Nutrition and Food Security.

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Goal:	Council has a systems approach that enables and enhances health and wellbeing outcomes for whole of community
Council Theme	*Pillar 1: Good Governance means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.*

Objective	Actions	Partners	Indicators	Timelines
Undertake planning and implement practices that promote positive health and wellbeing outcomes for whole of community	Identify strategic, planning and processes of Council that have an impact on health and wellbeing and recommend how health and wellbeing considerations can be embedded into them	Council • Councillors • Executive • Managers	Prepare a report that is accepted by Council's Executive Management Team	June 2014
	Develop a partnership of health and wellbeing providers	• Council* • Health Services • Medicare Locals • Community Services • State Government	Form an alliance of key health and wellbeing partners that will plan for and oversee health and wellbeing promotion, prevention and protection initiatives	Mar. 2014
	Enhance our workforces understanding of health and wellbeing issues, initiatives, and targets	• Council	Level of participation in workforce development training	Oct. 2015
	The health and wellbeing of our communities is considered in all Council reports	• Council	An explanation sheet is developed to support an understanding of health and wellbeing issues within Council's workforce	Dec. 2013
			The template used for Council reports will include the need to consider health and wellbeing impacts of a proposal	Feb. 2014

* Denotes the lead partner

Action: Plan for an ageing population

Our Council Plan has identified that the growing ageing population, will present challenges to future planning for community care services, arts and culture, open space facilities and events, infrastructure to ensure accessibility and associated pressures that will increase needs for access to:

- an age-friendly built environment.
- appropriate housing.
- health services, especially outlying areas.
- transport opportunities throughout the shire.
- internet throughout the shire.
- community events throughout the shire.

An ageing population also has workforce implications, with a potential mass exodus of 'baby boomers' related to retirement and the consequent loss of talent and experience.

Evidence

Current data shows that Colac Otway Shire's population over 70 years of age is 12.6% of the total population. This is over 28% greater than the Victorian average of 9.8%. Our ageing profile as indicated by ***.id, the population experts*** shows the age group which is forecast to have the largest proportional increase (relative to its population size) by 2021 is 70-74 year olds, who are forecast to increase by 53.3% to 1,242 persons.

The percentage of persons aged 75+ who live alone is 41.6% compared to the Victorian measure of 35.9%. Of these people 76.4% are female.[6]

The percentage of persons aged 70+ who receive Home and Community Care (HACC) services is 34% of the target population of persons over 70. This is significantly higher than the Victorian measure of 20%.[7]

Aged care places for low care within the eligible population, is 6.2% compared to the Victorian average of 4.6%. High care aged care places are similar to the Victorian average.[8]

Supporting Documents

- ***COS Positive Ageing Strategy 2008 – 2012*** considers the various aspects of ageing and summarises them in 6 strategies of the age to be valued, involved, productive, active, consumer wise and cared for.

- ***Department of Health and Ageing –*** through its ***Live Longer Live Better*** program creates a flexible and seamless system that provides older Australians with more choice, control and easier access to a full range of services, where they want it and when they need it.

[6] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.
[7] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.
[8] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Goal:	An enhanced quality of life for older people
Council Theme:	*Pillar 4: Healthy Community and Environment actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment*

Objectives	Actions	Partners	Indicators	Timelines
Increase the level of participation by older people in decision making around their needs	Develop a process to include older people in decision making that can enhance their quality of life and inform Council's future plans	• Council* • Older people	Form a steering group of older people to inform of the needs of older people and have input into Council's preparation of strategies and planning for infrastructure	June 2014
	Include older people in determining and organising activities during Seniors Week 2103 and beyond	• Council* • ILO Ambassadors	Ambassadors from the Improving Liveability for Older People (ILOP) take a lead role in Senior Week for 2013 and beyond	Oct. 2013 To Oct. 2017
Plan for improving the quality of life for older people	Identify the needs and aspirations of older people through conversations, surveys and forums to inform future strategies around our ageing population	• Council* • Health Services • Community Services • Older People	Complete and document findings from the conversations, surveys and forums	June 2014
			Complete a Positive Ageing Strategy	Dec. 2014
Support and enhance quality of life for older people	Implement the Living Better Living Longer and the Active Service Model programs to improve the quality of life of older people receiving services and support from Council	• Council	Introduce supports for service users that can: • Increase their level of physical activity • Promote their mental health • Increase their food security • Promote their connectedness within their communities	June 2017

* Denotes the lead partner

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Action: Reduce significant levels of disadvantage in early years

Our Council Plan has identified the need to address disadvantage in early years.

Evidence

Whole of Community Disadvantage Indicators

Colac Otway Shire's Socio-Economic Indexes for Areas (SEIFA) measures the relative level of socio-economic disadvantage based on a range of Census characteristics. It is a good place to start to get a general view of the relative level of disadvantage in one area compared to others and is used to advocate for an area based on its level of disadvantage.

The index is derived from attributes that reflect disadvantage such as low income, low educational attainment, high unemployment, and jobs in relatively unskilled occupations. A higher score on the index means a *lower* level of disadvantage. A lower score on the index means a *higher* level of disadvantage.[9]

The Colac Otway SEIFA score is 965. It breaks down the small areas within Colac Otway and shows the four areas that make up Colac as having the lowest scores with Elliminyt as the highest. The Victorian average SEIFA is 1010.[10]

Early Years Vulnerability Indicators

The most recent Australian Early Years Development Index (AEDI) for 2012[11] shows that 5 year old children commencing primary schools across in Colac and Apollo Bay are more vulnerable than children in most areas of Victoria. Overall there are 22.4% of children developmentally vulnerable on one more domains of the AEDI and 12.7% are developmentally vulnerable on two or more domains. The highest school qualification of both parents is less than Year 12 or equivalent in 32.5 per cent of couple families with children aged 0 to 8 years in Colac-Otway south. This is greater than the percentage of couple families with children in this age group in Victoria (21.2 per cent).[12]

Supporting Documents

- ***Department of Education and Early Childhood Development (DEECD), 2013. The state of Victoria's children report 2011 – A report on how children and young people in rural and regional Victoria are faring'*** – identifies discrepancies between rural/regional Victoria and metropolitan areas.
- ***COS Early Years Plan 2010 – 2014 -*** identified a number of local actions to support early childhood development.
- ***Department of Education, Employment and Workplace Relations, National Quality Framework for Early Childhood Education -*** provides for the Early Years Learning Framework for early childhood education and care and is a key component of the Australian Government's National Quality Framework for early childhood education and care.

[9] Source: Australian Bureau of Statistics, Census of Population and Housing 2011. Compiled and presented in profile.id by .id, the population experts.

[10] Sources:Australian Bureau of Statistics, Census of Population and Housing 2011. Compiled and presented in profile.id by .id, the population experts, accessed 8 July 2013.

[11] Source: Department of Education Employment Workplace Relations School Census 2012.

[12] Department of Education and Early Childhood Development, 2010, Early Childhood Community Profile, Colac Otway Shire

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Goal:	All Colac Otway children will have the best start in life to achieve optimum health and wellbeing
Council Theme:	*Pillar 3: A Place to Live and Grow is a community where people feel cared for and supported; where buildings and spaces facilitate creativity, social activity and enrichment of life; and people have access to gain the skills and education needed to reach their potential.*

Objective	Actions	Partners	Indicators	Timelines
Decrease the level of disadvantage and vulnerability of children in their early years	Identify the best way to inform Council on how to reduce vulnerability of children before they enter their first year of school	• Council • DEECD	Documented findings and recommendations from an internal review of the 2012 AEDI results and other data	March 2014
	Prepare a report and recommendations from the recently conducted Maternal & Child Health survey to support improvements within the service	• Council • DEECD	A report and its recommendations are provided to Council	March 2014
	Use the "Towards 2016 – Colac Otway Kindergarten Facilities" and "Colac Otway Early Years Facilities Report" as the basis for assessing future early years facilities needs	• **Council*** • Glastonbury • DEED	A future facilities report is prepared and presented to Council	March 2014
	Continually improve early years services	• Council	Document the implemented service improvements	Oct. 2015
	Through the Colac Advancing Country Towns (ACT) Project: • map early years services to develop an integrated service model; and • address key AEDI issues from the most recent data for Colac	• **Glastonbury*** • Council • CAH • Early years service providers • Schools • DEECD • Department of Transport Planning & Local Infrastructure	Key Performance Indicators of the ACT project area delivered	June 2015
	Identify and document a plan to promote early years development within children from 0 – 8 years	• **Council*** • DEECD • Health Services • Community Service	Complete an Early Years Plan	Dec. 2014
	Continue to support partnerships within the Kids Early Years Services (KEYS) networks	• Council • CAH • Early years service providers • Schools • DEECD	Council continues its lead role in the continuation of the Early Years networks in Colac Otway	Ongoing

* Denotes the lead partner

Action: Increase levels of physical activity

Physical inactivity is a significant risk factor for poor health in Victoria. Overweight and obesity is closely linked to low levels of physical activity and poor eating habits.[13] While physical activity can benefit everyone, certain groups are less likely to participate: women, Indigenous Australians, or people that are older, were born overseas, have a lower socioeconomic status or have a disability.[14]

Local Governments can make it easier for people to be physically active by addressing the way that the built environment and public realm is designed. Planning for a healthy built environment puts the needs of people and communities at the heart of council decisions regarding spaces in which people live, work and play.[15]

The seven best investments to increase physical activity[16] are:

1. Whole of **school programs**.
2. **Transport policies and systems** that prioritise walking, cycling and public transport.
3. **Urban design** for equitable and safe access for recreational physical activity and recreational and transport-related walking and cycling across the life course.
4. Physical activity integrated into **primary health care systems.**
5. **Public education** to raise awareness and change social norms of physical activity.
6. **Community-wide programs** involving multiple settings and sectors.
7. **Sports systems and programs** that promote 'sport for all' across the lifespan.

Evidence

People described as sedentary in Colac Otway, which is little or no physical activity each week, is well below the Victorian average. The number of people with a sufficient level of physical activity (greater than 150 minutes in five or more sessions each week) is the lowest within the G21, at 65.6% for adults.[17] Of the adults who do not meet these physical activity guidelines females account for 60% more than males.[18] The percentage of population in Colac Otway near to public transport is 41.2% which is well below the Victorian average of 74.3%.[19]

Supporting Documents

- ***Victorian Public Health and Wellbeing Plan 2011-2015-*** Identifies 'physical activity' as a priority to 'keep people well'.
- ***VicHealth -*** Increasing participation in physical activity is a key priority area.
- ***G21 Regional Health and Wellbeing Plan 2013-2017 –*** will identify Physical Activity as a regional health and wellbeing priority.

[13] Heart Foundation. *Creating heart healthy communities: Working with local government.* Accessed 24 June 2013 www.heartfoundation.org.au

[14] VicHealth's *Participation in physical activity: Research summary* at www.vichealth.vic.gov.au/Publications/Physical-Activity/Sport-and-recreation/Participation-in-physical-activity

[15] Heart Foundation. *Creating heart healthy communities: Working with local government.* Accessed 24 June 2013 www.heartfoundation.org.au

[16] The British Journal of Sports Medicine. (2012) Investments that Work for Physical Activity. British Journal of Sports Medicine, Volume 46, Issue 10, pages 709-712

[17] Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 25-30.

[18] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

[19] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Goal:	People are more physically active in their daily life and recreational pursuits
Council Theme:	*Pillar 1: Healthy Community and Environment actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment*

Objective	Actions	Partners	Indicators	Timelines
Provide supportive environments and services to encourage a more active lifestyle	Develop a strategy that will specifically promote walkability and cycling	• Council	Implement the Active Transport Strategy recommendations	Oct. 2017
	Promote active service opportunities for older people within Council's Older Person's and Ability Support Service (OPASS)	• Council • Health Services • Community Services	An Active Service Plan is developed for each person receiving services	Dec. 2013 to Oct. 2017
	Implement the Open Space Strategy	• Council	Develop an implementation plan and complete within timelines	Oct. 2017
	Develop a regional strategy that will promote and increase physical activity rates	• Council • COGG • G21	Finalise and implement the Physical Activity Strategy to guide the G21 Region Alliance and Colac Otway Shire long term	Dec. 2014 to Oct. 2017
	Provide opportunities for people of all abilities to participate in physical activities	• Council • Disability support services • Sporting groups	Conduct a 'Try-athlon' for people of all abilities	Dec. 2013
	Provide built environments that support active transport	• Council	Active transport is considered in the redevelopment of the Colac Central Business District	Ongoing
	Develop a region wide strategy to support our communities public transport needs	• Council • G21 Councils • DTPLI • Service Users	G21 Public Transport Strategy is implemented according to recommendations and timeframes	Ongoing

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Action: Protection through public & environmental health

Public Health

Public Health refers to all organized measures (whether public or private) to prevent disease, promote health, and prolong life among the population as a whole.[20]

Environmental Health

Environmental Health addresses all the physical, chemical, and biological factors external to a person, and all the related factors impacting behaviours. It encompasses the assessment and control of those environmental factors that can potentially affect health. It is targeted towards preventing disease and creating health-supportive environments.[21]

Local government Environmental Health Officers are highly effective change agents who protect and enhance the health of the community through the use of statutory regulation, applied risk management and education. Their work encompasses a broad range of responsibilities, including food safety, disease control, emergency management, wastewater control in unsewered areas, environmental protection and sustainability, community safety and amenity, emergency management and tobacco laws.

Evidence

The current rate of Campylobacter Infection (causes food poisoning) within Colac Otway is 135.8/100,000 which is similar to the Barwon South West region but well above the Victorian rate of 102/100,000.[22]

The percentage of children fully immunised at 24 – 27 months of age is 98.1%, which is the sixth highest rate in Victoria.[23] However, the immunisation rate in Colac Otway for secondary school year 10 for dTpa, the triple antigen vaccine to protect against 3 diseases - Diphtheria, Tetanus and Pertussis (or whooping cough), is only 73%. The rate for year 7 Varicella (chickenpox) is 78% and the rate for year 7 Hepatitis B is 83%.[24] These rates are of concern as they do not reach an acceptable level of 95% which is identified as the rate to create what is known as *'herd immunity'*.

Supporting Documents

- ***Municipal Public Health Emergency Management Sub Plan Guidelines, Version 2, 2012 –*** Provides the latest set if instructions to develop a locally based Public Health Emergency Management document.
- ***Public Health and wellbeing Act 2008 –*** requires the appointment of at least one environmental health officer.
- ***Victorian Public Health and Wellbeing Plan 2011-2015 –*** recognises the work required in environmental health and identifies the most challenging up-and-coming preventable environmental health issues.

[20] World Health Organisation, 2013
[21] World Health Organisation, 2013
[22] Department of Health, Communicable Disease Epidemiology and Surveillance – Health Protection Branch 07-June-2013
[23] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.
[24] Department of Health Update, 2013, Regional Immunisation Initiatives, Barwon South West Region.

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Goal:	Prevent disease, promote health, and prolong life through public and environmental health practices
Council Theme	*Pillar 3: A Place to Live and Grow is a community where people feel cared for and supported, where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential*

Objectives	Actions	Partners	Indicators	Timelines
Provide for protective health services and healthy environments	Ensure that food providers prepare, cook, store and serve food safely	• Council • Department of Health (DH) • Food proprietors	• Number of food premises inspected annually • Incidence of enteric diseases	Ongoing
	Reduce health impacts of heatwaves on vulnerable communities	• Council • DH • Department of Human Services (DHS) • Health services	• Review and update our heatwave plan annually	Ongoing
Increase immunisation rates to provide community immunity against communicable diseases	Increase the immunisation rates of adolescents in the Secondary School System through the Regional Immunisation Initiative in the Barwon South West Region	• Council • DH • Medicare Locals • GP's • Secondary Schools	• Develop and commence implementing the local initiative	June 2014
			• Increase the rate of secondary school immunisations closer to 95%	Oct. 2017
Provide public health incident and emergency response	Update the local incident and emergency response plan to meet current guidelines	• Council • Neighbouring Councils • DH • DHS	The plan is prepared and recognises Council's Municipal Emergency Management Plan	June 2014

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Action: Promote nutrition and food security

Food Security is defined as the *'the state in which all persons obtain nutritionally adequate, culturally acceptable, safe foods regularly through non-emergency sources.'*[25] A food secure community allows residents to have access to healthy nutritious food and limits the risks of chronic conditions such as Type 2 Diabetes, Obesity and Cardiovascular diseases.

Council can play an important role in supporting healthy eating by helping residents to access healthy food and developing long lasting strategies to tackle food insecurity and low fruit and vegetable consumption.

Evidence

Research of existing evidence and data found 8.2% of the Colac Otway Shire has experienced food insecurity, compared to 6.0% for the Barwon South West Region and 3.2% for Victoria.[26]

The proportion of adults in Colac Otway Shire who met both daily fruit and vegetable dietary guidelines (2003) was 4.2%, compared to the Victorian Average of 5.2%.[27]

It has been estimated that inadequate fruit and vegetable intake is responsible for 30% of coronary heart disease, 20% gastrointestinal cancer and 14% of stroke[28]

19.8% of the adults in Colac Otway Shire, drink soft drink every day. This is the second highest rate in Victoria, the Victorian average is 12.4%.[29]

In Colac Otway 47.1% of adult males and 42.2% of adult females are classified as overweight or obese.[30]

Supportive Documents

- **The Department of Health** - has launched a range of initiatives through the Victorian Healthy Eating Enterprise (VHEE), which councils can employ to create a culture of healthy eating. These include the *Healthy food charter*, the Victorian Healthy Eating Advisory Service, the Victorian Healthy Food Basket Survey and the *Victorian Aboriginal nutrition and physical activity strategy.*
- **VicHealth, June 2010** - ten ways local government can act on food security
- **Australian Dietary Guidelines, 2013 -** these guidelines recommend, in general, adult females eat 5 x75g serves of vegetables and legumes/beans and 2x 150g serves of fruit daily and that males eat 5 to 6 x75g serves of vegetables and legumes/beans and 2x 150g serves of fruit daily.

[25] Victorian Health Promotion Website –VicHealth, Fact Sheet Food Security 2006
[26] Community Indicators Vic Website (2008), retrieved 2012, http://www.communityindicators.net.au/wellbeing_reports/colac_otway
[27] Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 8-14
[28] VicHealth, *Supporting healthy eating: local government action guide no.7'*, accessed 24 June 2013, www.vichealth.vic.gov.au/localgovernmentguides
[29] Victorian Government Department of Health, (2012) Barwon South West Region Health Status Profile 2011 – Victorian Population Survey 2008.
[30] Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 31-39

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Goal:	**All people in Colac Otway are able to access food that is nutritious, affordable and secure**
Council Theme	*Pillar 3: A Place to Live and Grow is a community where people feel cared for and supported, where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential. Pillar 4: A Healthy Community which actively connects and includes people of all ages and background and promotes healthy life in a clean, safe and sustainable environment.*

Objective	Actions	Responsibility	Indicators	Timelines
Increase capacity to implement food security initiatives that support access to a safe, nutritious and sustainable food supply	Develop a Colac Otway Food Security Strategy and Action Plan	• Council • CAH • OHCS • G21	• Developed and adopted	June 2014
	Participate in the implementation of the G21 Food Security Network Action Plan	• Council • CAH • OHCS	• Actions implemented	Ongoing
	Review and incorporate the **"Ten ways local government can act on food security"**, *VicHealth, June 2010*, into the Colac Otway Food Action Plan	• Council	• Conduct information sessions and training	June 2014
			• Implement a strategy modelled on the VicHealth approach	Dec. 2014
			• Develop and report on key indicators developed for local initiatives	Mar. 2015
	Develop a Community Foodshare operation in Colac that is able to provide free food for agencies to distribute to vulnerable community members	• **St Laurence*** • Council • Agencies with access to the Foodshare • Local Social Food Enterprises	• A Community Food Share enterprise is developed	Dec. 2014
	Develop a better understanding of food sensitive planning and urban design	• Health & Community Services	• Conduct a VicHealth training session	Mar. 2014

* Denotes the lead partner

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Action: Support mental health & connectedness

Mental health is a state of complete physical, mental, spiritual and social wellbeing in which each person is able to realise one's abilities, can cope with the normal stresses of life and make a unique contribution to one's community.[31]

A socially inclusive society is defined as one where all people feel valued, their differences are respected, and their basic needs are met so they can live in dignity. Social exclusion is the process of being shut out from the social, economic, political and cultural systems which contribute to the integration of a person into the community.[32]

By providing opportunities for people to connect with others, join a group and be engaged in local activities, Council can improve the mental health and wellbeing of their residents. Communities with high levels of social cohesion, including participation by individuals in community organisations and activities, typically have better health than those with low levels.[33]

Evidence

People who are socially isolated and excluded are more likely to experience low self-esteem, depressive symptoms and have a higher risk of coronary heart disease.[34] Evidence shows that the natural environment has three main affects on humans.[35] It:

- Increases Physical activity.
- Reduces Chronic Stress.
- Strengthens Communities.

As more Australians are living alone compared to previous generations[36] the level of isolation could be expected to increase. There are 28.8% of lone person households compared to all households in Colac Otway Shire with Colac - Central having the highest proportion of lone person households at 37.7%. This higher compared to the Victorian rate of 23.5%.[37]

Supporting Documents

- ***Vichealth, Increasing social connections, Local government action guide no. 4*** - provides local governments with guidelines for actions addressing Social Connection.
- ***Department of Planning and Community Development (DPCD) 2008: Building social Inclusion:*** - recognizes that all levels of Government are needed to be involved for social inclusion strategies to be effective.
- ***Australian Government Social Inclusion Framework (2011)*** **-** Is a measurement and reporting framework incorporating social inclusion principles to identify areas where effort is required and identify success that can be built upon.

[31] THE MELBOURNE CHARTER for Promoting Mental Health and Preventing Mental and Behavioural Disorders, 2008
[32] Cappo D 2002, Social inclusion initiative. Social inclusion, participation and empowerment. Address to Australian Council of Social Services National Congress 28-29 November, 2002, Hobart.
[33] Stansfeld, S, 2006, 'Social support and social cohesion', in R Wilkinson & M Marmot (eds), *Social determinants of health* (2nd edn), Oxford University Press, Oxford, pp. 148–171.
[34] Cornwell, E & Waite, L, 2009, 'Social disconnectedness, perceived isolation, and health among older adults', *Journal of Health & Social Behaviour*, vol. 50, no. 1,pp. 31–48.
[35] Health Parks Healthy People, International Congress 2010, see www.hphpcentral.com for further information.
[36] Australian Bureau of Statistics, 2004, *Household and family projections: Australia 2001–2006*, cat. no. 3236.0, ABS, Canberra.
[37] Compiled and presented in profile.id for Colac Otway Shire by .id, the population experts.

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Goal:	Provide opportunities for increasing community social connections and mental health
Council Themes:	*Pillar 3: A Place to Live and Grow is a community where people feel cared for and supported, where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential. Pillar 4: A Healthy Community which actively connects and includes people of all ages and backgrounds and promotes healthy life in a clean, safe and sustainable environment.*

Objectives	Actions	Partners	Indicators	Timelines
Ensure access and equity for all groups in the community	Hold regular forums or exhibitions with local multicultural and indigenous groups and others who may experience social isolation or inclusion	• Council	Hold a forum or exhibitions each year	Oct. 2014 Oct. 2015 Oct. 2016 Oct. 2017
	Identify opportunities for people to meet and participate together in local healthy activities	• **Council*** • Health Services • Community Services • Workplaces	Develop a guide for affordable local recreational and exercise activities	Dec. 2014
Support activities that build community and social networks	Support local efforts to engage more people in community volunteering and citizenship activities, such as volunteer groups, churches, service clubs, and professional or political associations	• Council	An increase in volunteering and citizenship activities	Ongoing
Strengthen Council's connection with the community	Provide diversity training for staff to ensure appropriate sensitivity and awareness in service delivery	• Council	Principles in the Diversity Plan developed by Council's OPASS team are promoted across Council services	June 2014
Provide environments that support connectedness and healthy activities	Provide a local web-based platform to connect local communities and stakeholders to transport, health, and community information and conversations	• **Community Hub Inc*** • Council • DTPLI • Health services • Community Services • Stakeholders	Develop and implement the **Access Connect Belong** web-based platform	Oct. 2014
	• Assist people to connect with the natural environment • Implement the principles of Healthy Parks Healthy People	• Council • Glastonbury • Parks Vic • Medicare Locals • Health Services • People and Parks Foundation	Continue to support the Bush Playgroup	Ongoing
			Continue discussions supporting health professionals to recruit individuals into physical activity within their local park	Ongoing

*Denotes the lead partner

Action: Reduce domestic violence

Violence against women can include psychological, economic, emotional, physical and sexual abuse. To prevent violence from occurring in the first place, we all must work to challenge and change attitudes, beliefs and cultures that support violence. It is best prevented by ensuring that respectful attitudes, behaviours and beliefs are shaped in the places where we live, work and play.[38]

Council can provide leadership across our community to prevent violence against women by promoting gender equity and equal and respectful relationships between men and women. As a large employer we can influence and change workplace cultures to promote gender equity and the safety of women.[39]

Evidence

Crime statistics for Colac show an increase of reported family violence crime at a rate of 133.9/100,000 population in the period 1 April 2011 – 31 March 2012 to a rate of 260.1/100,000 population in the period 1 April 2012 – 31 March 2013. This is an increase of 94%. [40]

The percentage of children witnessing violence in Colac Otway at 3.1% is higher than the Barwon Region 2.9% and Victorian average of 2.5%.[41]

Intimate partner violence is the leading preventable contributor to death, disability and illness in Victorian women aged 15–44 years.[42]

64% of young people in Colac Otway identified violence as being their main health and wellbeing issue.[43]

Supporting Documents

- **Domestic Violence Resource Centre** - write and produce booklets, pamphlets, discussion papers, books and other resources for professionals, teachers and schools, people who have experienced violence, and the general community.
- ***Victorian Government Action Plan to Address Violence Against Women and Children –*** outlines a whole of government approach to address family violence and sexual assault.
- ***Victoria Police Code of Practice for the Investigation of Family Violence -*** complements and supports Victoria's family violence reform focused on an integrated system response to family violence by detailing the options available to police and how those options are implemented to assist in breaking the cycle of family violence.

[38] VicHealth, 2007, *Preventing violence before it occurs: A framework and background paper to guide the primary prevention of violence against women in Victoria*, Victorian Health Promotion Foundation, Melbourne.

[39] Vichealth Preventing violence against women Local government action guide no. 6

[40] Victoria Police Crime Statistics for Victoria, My Place accessed 17 June 2013 http://www.vicpolicenews.com.au/index.php?option=com_statistics&task=view&id=62

[41] Department of Education and Early Childhood Development, 2010, Early Childhood Community Profile , Colac Otway Shire.

[42] VicHealth, 2004, *The health costs of violence: Measuring the burden of disease caused by intimate partner violence. A summary of findings*, Victorian Health Promotion Foundation, Melbourne.

[43] Colac Area Health Draft), 2012, Youth Health and Wellbeing Needs Assessment Report.

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Goal:	***Council is committed to preventing violence against women before it occurs by:*** ***• addressing the known contributors to such violence*** ***• creating safe, respectful and equitable communities, workplaces and public environments.***
Council Themes:	*Pillar 3: A Place to Live and Grow is a community where people feel cared for and supported, where buildings and spaces facilitate creativity, social activity and enrichment of life, and people have access to gain the skills and education needed to reach their potential.* *Pillar 4: A Healthy Community which actively connects and includes people of all ages and backgrounds and promotes healthy life in a clean, safe and sustainable environment.*

Objective	Actions	Partners	Indicators	Timelines
Provide leadership across communities to prevent violence against women by promoting gender equity and equal and respectful relationships	Support community groups and clubs that are working to prevent violence against women	• Council • Various groups	Document actions and activities that have occurred	Oct. 2017
	Establish a council–community White Ribbon Action Team with involvement of staff, including men, across management levels, branches and sites to raise awareness of violence against women	• **Council*** • Health Services • Community Services • Community	An activity is held each year	Annually
Implement evidence-based violence prevention activities	Work with existing agencies to better understand data and services that support victims of domestic violence	• Council • CAH • DHS • VicPol • Community Service agencies	Development of a needs assessment document around domestic violence considering all data sources	Mar. 2014
	Collaborate with other state and national projects to implement initiatives across multiple sectors and settings	• Council • CAH • DHS • VicPol • Community Service agencies	Develop a set of local initiatives that will support services and families and prevent domestic violence	June 2014

* Denotes the lead partner

Action: Support Healthy Behaviours

The four greatest health risk behaviors are a lack of physical activity, poor nutrition, tobacco use, and excessive alcohol consumption. These are responsible for much of the illness and death related to chronic diseases such as heart disease, cancer, strokes, mental illness, and respiratory diseases.

Council can play an important role in protecting the health of the community through actions such as enforcement of the *Tobacco Act 1987* and promotion of smoke free areas. Developing the workforce and implementing actions that come out of rising needs over the next 4 years is an important part of this support strategy.

Evidence

The rate of Emergency Department presentations is the lowest for all LGAs at less than 20% of the Victorian average and GP attendances are 20% below average.[44]

The rates of people undertaking blood pressure checks, cholesterol checks and diabetes checks at least every two years are well below the Victorian average.[45]

The non-smoking population in Colac Otway is 59.2% and there are 15.8% smokers and 25% ex-smokers. These rates are similar to the Victorian rate.[46] In the Barwon South West region 30.3% children aged under 2 years are exposed to tobacco while in utero.[47] In the Barwon South West region 24.3% of young person's have smoked cigarettes in the past 30 days.[48]

Overweight and obesity rates in Colac Otway are generally lower than that of Victoria. Our combined overweight/obese population is 44.5% compared to Victoria at 49.8%. The only population group higher than the Victorian average is obese females at 18.8% compared to Victoria at 17.2%.[49] Although this is comparatively encouraging the fact remains that 44.5% of the population is overweight or obese. Research in 2006 showed that over 30% of children in Colac between the ages of 4 and 12 were either overweight or obese.[50]

The cumulative incidence of cancers in Colac Otway for males is 49% and for females 24%, both higher than the Victorian average.[51]

Supporting Documents

- ***Department of Health, Public Health and Wellbeing Plan 2011-2015 -*** provides a blueprint for developing the Victorian Prevention System.
- ***Quit Victoria Strategic Plan*** - aims to reduce smoking rates, reduce smoking behaviours and reduce exposure to tobacco smoking and smoking behaviours.

[44] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.
[45] Department of Health, Victorian Population Health Survey 2011
[46] Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 3-7.
[47] The Victorian Adolescent Health and Wellbeing Survey (HowRU 2009)
[48] The Victorian Adolescent Health and Wellbeing Survey (HowRU 2009)
[49] Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 31-39.
[50] WHO Collaborating Centre for Obesity Prevention, Deakin University Report 6: Lessons learned from Colac's *Be Active Eat Well* project, accessed 25 June 2013, http://www.goforyourlife.vic.gov.au/hav/admin.nsf/Images/ssop6_report_6_baew_final.pdf/$File/ssop6_report_6_baew_final.pdf
[51] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.

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Goal:	Keeping people well through supporting healthy behaviours
Council Theme:	*Pillar 4: Healthy Community and Environment actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment.*

Objective	Actions	Responsibility	Indicators	Timelines
Develop a better understanding and implementation of health promotion practices	Support workforce development in health promotion and supporting healthy behaviours	• Council	Staff within Council's Health and Community Services unit receive training in health promotion practices	Dec. 2014
	Council staff are included in health promotion work with Colac Area Health under their Health Promotion Achievement Program	• CAH* • Council	Document the level of support activities and the outcomes	June 2014
	Health promotion activities are prioritised and determined from evidence based data available at the time.	• Council	Data, research and a health promotion proposal are developed annually	Feb. 2014 Feb. 2015 Feb. 2016
	Develop an annual program that focuses on a health promotion priority	• Council	A health promotion priority is identified and implement each year	June 2014 June 2015 June 2016
Reduce the prevalence of smoking and its associated health, social and economic costs	Maintain the Tobacco Control Committee to oversee an outdoor smoke free policy	• Council • CAH • Quit Victoria	Policy is implemented	June 2014
	Participate in the Department of Health's Tobacco Education and Enforcement Program	• Council	Actions are completed in accordance with the agreement with the Department of Health	Ongoing
	Support and encourage smoking cessation services within the municipality	• Council • CAH • OHCS	Reduction of the percentage of adults whom smoke	Ongoing
Increase supportive health measures	Identify the reasons for very low emergency department presentations and health checks	• Council • CAH • Medicare Locals	Present report to Council for consideration	June 2014

* Denotes the lead partner

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Action: Reduce harm from alcohol and other drugs

Risky use of drugs and alcohol can have detrimental health impacts on health and wellbeing (chronic health conditions such as liver disease and cancer, heart attack, stroke, overdoses, poisonings, suicides, road trauma, falls and injuries and assaults). They can also often cause harm to others (i.e. transport accidents, child abuse and neglect, assaults, family violence, and disruption to family, friends, neighbourhoods and workplaces).[52,53]

Council can reduce harm from drugs (illegal and legal), and alcohol through the implementation of harm minimisation strategies (reduce supply, reduce demand and reduce harm).

Evidence

There are 9.2/1,000 population drug and alcohol clients within Colac Otway receiving treatment or services, this is 80% above the Victorian average.[54]

48.7% of persons in the Colac Otway Shire purchased alcohol in the last 7 days. This is the fourth highest rate in Victoria.[55]

The alcohol abstainer population in Colac Otway is 13.5% which is below the Victorian rate of 18.6%. Short-term risky/high risk alcohol consumption is 56.2% compared to the Victorian rate of 45.3%. The long-term low risk rate of alcohol consumption is 83.3% (Vic. 77.3%) and the log-term risky/high risk is 3.1% (Vic. 3.3%).[56]

In the Barwon South West region 61% of adolescents aged 12-17 years reported that it is 'easy/very easy' to get alcohol.[57]

Supporting Documents

- ***Victorian Public Health and Wellbeing Plan 2011-2015 –*** provides a statewide approach into alcohol and other drug initiatives. These should be considered when developing the local action plan.
- ***Reducing the alcohol and drug toll: Victoria's plan 2013 – 2017***- sets out how the Victorian Government will work with the community to bring down the alcohol and drug toll and deliver better health outcomes to thousands of Victorians who want to recover from the harm associated with alcohol misuse and drug use.
- ***NHMRC, 2001, Australian alcohol guidelines –*** provide the standard for identifying risky drinking in the short and long term.

[52] City of Greater Geelong draft Public Health and Wellbeing Plan 2013-2017
[53] VicHealth, *Reducing harm from alcohol: local government action guide no.9*, accessed 24 June 2013, www.vichealth.vic.gov.au/localgovernmentguides
[54] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.
[55] Government of Victoria, Department of Health, 2012, Modelling, GIS and Planning Products Unit: *Colac Otway Shire Profile*.
[56] Department of Health, July 2013, Victorian Population Health Survey 2011-2012, selected preliminary survey findings, pages 15-24.
[57] The Victorian Adolescent Health and Wellbeing Survey (HowRU 2009)

Draft Colac Otway Shire Municipal Public Health & Wellbeing Plan 2013 - 2017

Goal	**Council is committed to reducing the harms of alcohol and other drug misuse**
Council Theme	*Pillar 4: Healthy Community and Environment actively connects and includes people of all ages and backgrounds and promotes a healthy and vibrant community life in a clean, safe and sustainable environment*

Objective	Actions	Partners	Indicators	Timelines
Reduce the harms of alcohol and other drug misuse by provision of support, information and education through collaborative partnerships and leadership	Enforce the Consumption of Alcohol In Public Places Local Law 2013	• Council • VicPol	Increased sense of safety in public places	Ongoing
	Assess the cumulative impact associated with licensed trade, including the number and type of liquor licences operating	• Council • Heath Services • Community Services • Industry and interested groups	Assessment is prepared and used to direct the Alcohol and Other Drugs action plan	May 2014
	Gather local evidence based data and issues around alcohol and other drugs to support the development of an Alcohol and Other Drugs Action Plan.	• Council • Heath Services • Community Services • G21 • Industry and interested groups	Complete and document findings from local conversations and data	May 2014
			Complete Alcohol and Other Drugs Action Plan	Dec. 2014
	Continue to build capacity within council and with other enforcement bodies to further develop and improve regulatory systems	• Council • Heath Services • Community Services • G21 • Industry and interested groups • VicPol	Attend workshops and training sessions on enforcement of regulatory systems	Oct. 2015
	Ensure best practice models are adopted in relation to response and management of alcohol and other drug misuse	• Council • Heath Services • Community Services • G21 • Industry and interested groups	Align and Measure models against best practice in local government	Dec. 2014 to Oct. 2017

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APPENDIX A

Abbreviations

CAH	Colac Area Health
CHI	Community Hub Inc.
COGG	City of Greater Geelong
COS	Colac Otway Shire
DEECD	Department of education and Early Childhood Development
DH	Department of Health
DHS	Department of Human Services
DTPLI	Department of Transport, Planning and Local Infrastructure (formerly Department of Planning and Community Development – DPCD)
G21	G21 Region Alliance
Glastonbury	Glastonbury Community Services
GP	General Practitioner
OHCS	Otway Health and Community Services
LGA	Local Government Authority
VicPol	Victoria Police

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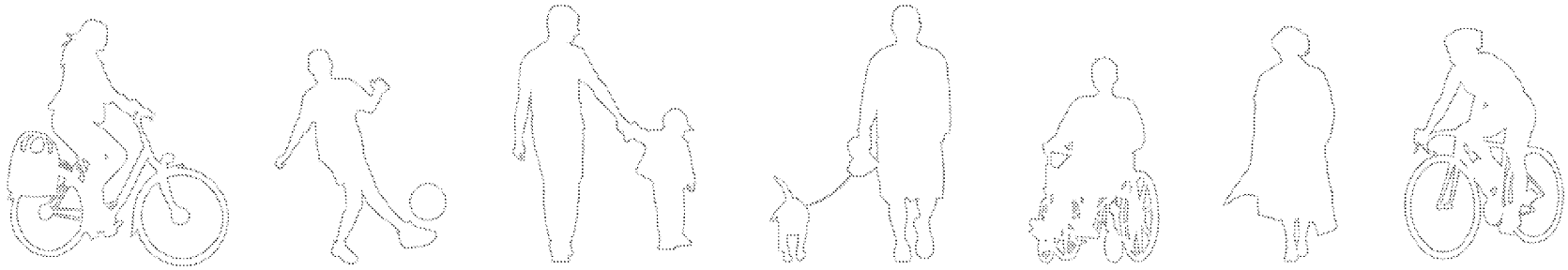

Active Transport Strategy 2013-2023 FINAL

Colac Otway Shire

July 2013

Contents

Executive Summary 1

Vision 2

Introduction 4
1.1 Background 4
1.2 The approach 4
1.3 Aim and objectives 4
1.4 How to read this document 4

2. Understanding the Local Context 6
2.1 Introduction 6
2.2 Spatial context 6
2.3 Demographic profile 7
2.4 Health and wellbeing 9
2.5 Active transport policy context 9
2.6 The benefits of active transport 11
2.7 Existing walking and cycling networks 17
2.8 Existing infrastructure projects 21
2.9 Behavioural and promotional related programs 21
2.10 Walking and cycling safety 22
2.11 Stakeholder engagement 24
2.12 SWOT analysis of the current active transport environment 27

3. A Framework for Supporting Active Transport 29
3.1 Introduction 29
3.2 Behaviour change frameworks 29
3.3 Cultural change 29
3.5 Design principles 29
3.6 Prioritisation process 30

4. Actions for Supporting Active Transport 32
4.1 Introduction 32
4.2 Infrastructural Actions 32
4.3 Behavioural Actions 45
4.4 Policy and Regulatory Actions 47
4.5 Promotional Actions 47
4.6 Leadership Actions 48

5. Delivering the Strategy 50
5.1 Introduction 50
5.2 Management 50
5.3 Maintenance 50
5.4 Funding 50
5.5 Action implementation plan 50

6. Monitoring and Evaluating the Strategy 59
6.1 Introduction 59
6.2 Goals 59
6.3 Targets and indicators 59
6.4 Monitoring 59
6.5 Evaluation 60
6.6 Reporting 60
6.7 Data management 60
6.8 Summary 61

Appendix A
Weighted Criteria Scoring Outcomes 62

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Executive Summary

INTRODUCTION

This document presents the Colac Otway Shire Council's new 10-year Active Transport Strategy 2013-2023 ("the Strategy"). The Strategy aims to create a physically and socially supportive environment for walking and cycling across the Colac Otway Shire ("the Shire"). Such an environment will support a diverse cross section of the community to use walking and cycling to access a range of key destinations including shopping, education, recreation and employment.

THE STRATEGY FRAMEWORK

The development of the Strategy has been based on a behavioural change framework, which has the benefit of having a broader consideration of the physical, social, individual and political factors that ultimately influence people's decision to walk and cycle. An incremental approach is proposed, where the community are encouraged and enabled to gradually increase their participation in walking and cycling by replacing some of the local trips they normally make by car. The development of walking and cycling networks and associated facilities has focused on enhancing access to key local destinations, including schools, shopping strips, parks and train stations.

3 GOALS

Three overarching goals are proposed:

Healthy People

The Strategy aims to support the health and wellbeing of the Shire's residents by enabling and promoting physical activity through walking and cycling for transport and recreation.

Healthy Communities

The Strategy aims to support the health and sustainability of local communities through the provision of enhanced walking and cycling infrastructure, which will encourage more people onto the street supporting social interaction while reducing reliance on car-based travel for local trips.

Healthy Economy

The Strategy aims to contribute to the health and sustainability of the local economy by supporting local cycling tourism and local businesses.

4 PRINCIPLE TARGETS

The four key targets to achieve the goals of the Strategy are:

- **Target 1:** 30% participation in cycling for the proportion of the population who have rode a bicycle at least once in the last 7 days.
- **Target 2:** 40% participation in walking for the proportion of the population who have walked at least once in the last 7 days.
- **Target 3:** Zero fatal and serious pedestrian and cyclist injuries by 2023.
- **Target 4:** 95% confidence levels that it is safe to walk and cycle.

RECOMMENDED ACTIONS

A range of infrastructural, behavioural, policy and regulatory, promotional and leadership actions are proposed:

Infrastructural actions

A range of infrastructural proposals have been developed based on internationally recognised design principles and design concepts drawn from global best practice:

- New on and off-road bicycle routes and the completion of missing links in the existing network.
- Improved transitions from bicycle lanes to intersections and the provision of new facilities at intersections.
- Completing the Old Beechy Rail Trail and undertaking a feasibility study for the development of the Tiger Rail Trail.
- Short and long term bicycle parking provision at key destinations.
- New and upgraded accessible footpaths.
- Removal of footpath interruptions and enhanced access and permeability for pedestrians of all abilities.
- Undertaking the development of an integrated wayfinding Strategy for walking and cycling.
- Undertaking the development of a trails wayfinding Strategy.

Behavioural actions

Four core behavioural programs have been proposed to motivate and enable greater participation in walking and cycling, with each program comprising a range of activities:

- Cycling Efficacy Program
- Road Coexistence Program
- Walking Promotion Program
- School Travel Program

Policy and regulatory actions

- Require all new developments to provide for the needs of pedestrians and cyclists.
- Require all road schemes to give due consideration to the needs and impact on pedestrians and cyclists.
- Apply the Australian Urban Design Protocol – Designing for People, for all street scheme projects.
- Explore with the police how road rules to govern motorists could be more regularly enforced.
- Explore the reduction of 60 km/h speed limits to 50 km/h for main streets in all small towns and a blanket 40 km/h speed limit for residential streets and around schools.
- Explore the reduction of 60 km/h and 50 km/h speed limits to 40 km/h for main streets in Colac and Apollo Bay and 40 km/h speed limit for residential streets and around schools.

Promotional actions

A range of promotional actions have been developed for the marketing of active transport:

- Promote cycling as a form of travel for all events in marketing collateral and on Council's website.
- Provide bicycle valet parking at all major events.
- Incorporate focus imagery to include people of all abilities.
- Collect and publish people's stories of change.
- Run an annual workshop for local residents on developing projects to promote active transport.
- Provide small seed funding grants for well-developed and planned ideas and initiatives.

Leadership actions

A range of actions have been proposed to position the Colac Otway Shire Council as role model and leader in the planning, promotion and facilitation of active transport:

- Develop a Sustainable Travel Plan
- Host an annual Sustainable Transport Week.
- Develop a promotional pack for new staff.
- Promote active transport as part of staff inductions.
- Promote new facilities and activities.
- Undertake an audit of all Council workplaces to determine the current level of provision of end-of-trip facilities.
- Promote facilities as best practice.
- Run bicycle skills and maintenance training classes for staff.
- Maintain a bicycle pool for short local business trips.
- Provide staff with access to walking and cycling gear.
- Provide appropriate maintenance and repair equipment on-site.
- Develop and make available maps of safe and convenient routes.
- Run an annual workshop with staff who walk and cycle to gather feedback on issues

DELIVERING THE STRATEGY

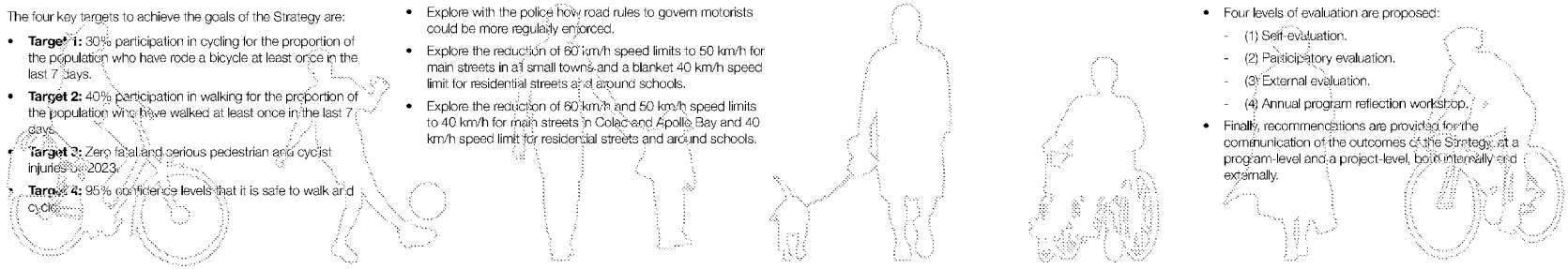
A framework for the delivery of the Strategy covering management, maintenance, funding and implementation and including the following key actions:

- Form a Steering Committee, chaired by a Councillor, to oversee the delivery of the Strategy.
- Appoint an officer to lead the delivery of the Strategy on a day-to-day basis.
- Liaise closely with other regional Councils to identify bicycle infrastructure designs that can be adopted.
- Explore 'Place-based' approach to provide for walking and cycling.
- Explore how project outcomes can be more closely aligned to community needs.
- Provide an online form to enable members of the public to report maintenance issues.
- Commission independent audits of facilities every three years.
- Ensure that existing facilities are reinstated after the completion of road works.
- Ensure that all road works take account of the needs of cyclists.
- Develop a program for cleaning and vegetation pruning for on-road and off-road bicycle facilities.
- Undertake periodic inspections of bicycle parking facilities.
- Develop business cases for bicycle routes and associated facilities on VicRoads principle bicycle network.
- Maximise opportunities to implement new bicycle facilities when other road construction projects are being delivered to reduce costs and increase the reach of each annual budget.

MONITORING AND EVALUATING THE STRATEGY

A Monitoring and Evaluation Framework has been developed for the Strategy covering:

- Key goals and targets, including appropriate indicators.
- Data collection methods have been identified for monitoring progress towards the goals and targets.
- Four levels of evaluation are proposed:
  - (1) Self-evaluation.
  - (2) Participatory evaluation.
  - (3) External evaluation.
  - (4) Annual program reflection workshop.
- Finally, recommendations are provided for the communication of the outcomes of the Strategy, at a program-level and a project-level, both internally and externally.



Vision

In 2023 small and large towns across the Shire will no longer be reliant on private cars for all local trips. Walking and cycling will be safe, attractive and convenient ways to access a range of local destinations, including schools, shops, workplaces and public transport.

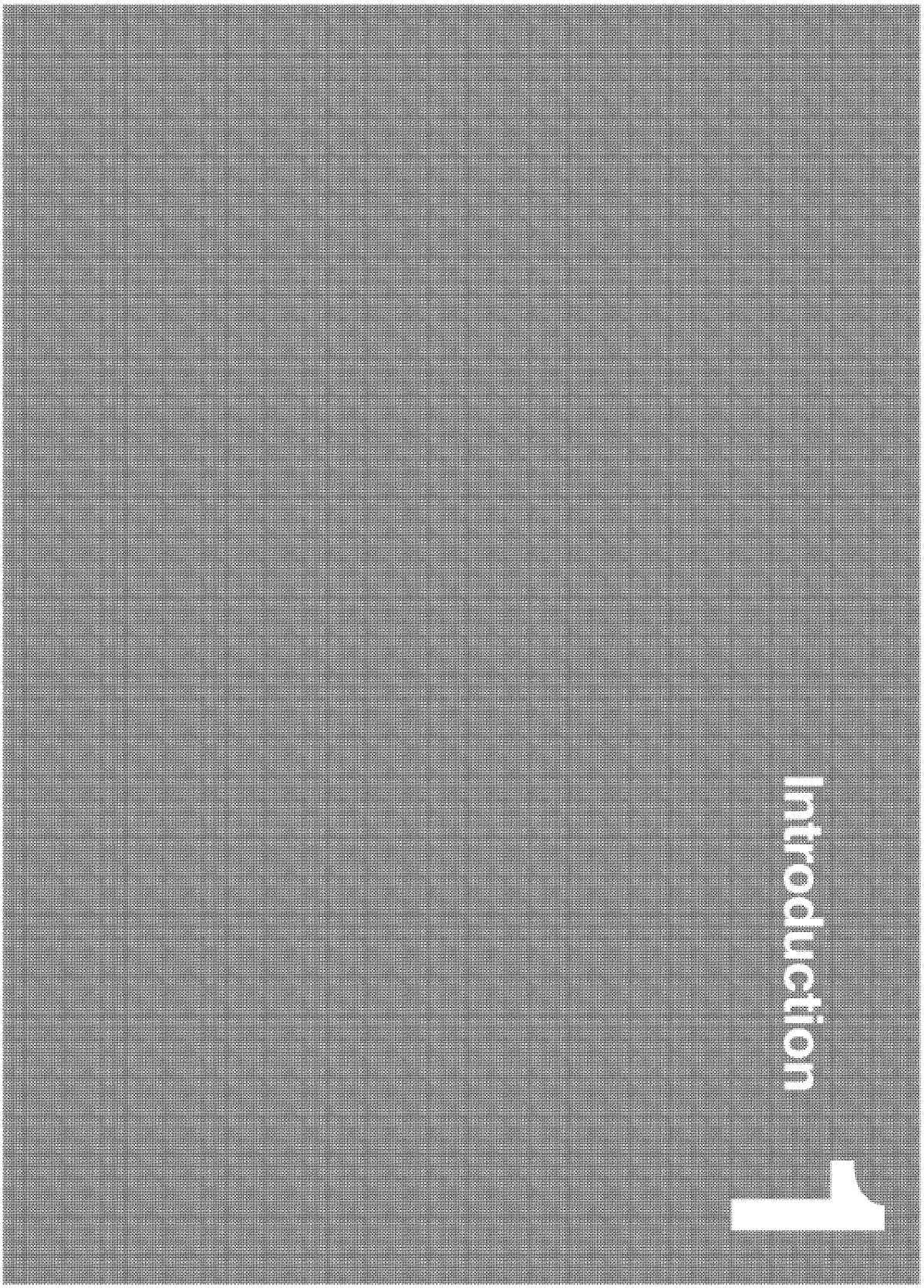
The walking and cycling infrastructure and facilities of Colac and Apollo Bay will have matured into well connected networks of routes that offer a high level of accessibility and user experience for the whole community, regardless of age, ability, gender or socio-economic standing.

Streets have been redesigned for people and are now considered to be highly prized assets by the Shire's residents. They have become places where people walk, cycle and engage with each other. With the increase in people on the streets there is a greater sense of safety and security in local communities.

The investment in walking and cycling has made a significant contribution to the local economy. The investment in supporting infrastructure and promotional activities has had a noticeable positive impact for local businesses in small and large towns. Cycling tourism is a growth industry with many visitors attracted to the Shire's many recreational and mountain bike trails.

The increase in physical activity gained from greater levels of participation in walking and cycling has been identified as a contributing factor to the reduction in obesity and chronic heart problems across the Shire.

Walking and cycling are now a normal part of the Shire experience.


1
Introduction

Introduction

1.1 Background

This document presents the Colac Otway Shire Active Transport Strategy 2013-2023 ("the Strategy"). The development of the Strategy was funded by the Victorian Department of Planning and Community Development (DPCD). In September 2012 GHD were commissioned to develop the Strategy in collaboration with a Steering Committee comprising officers from Council, and representatives of the DPCD and Otway Health. The development of the Strategy was based on extensive research and consultation, with important input from the Steering Committee at key milestones throughout the project.

1.2 The approach

The following key tasks informed the development of the Strategy:

- A workshop with the Steering Committee to develop a draft vision for the Strategy, which was then crafted as the project progressed.
- A review of key active transport related policies at local, state and federal level.
- A review of land-use, demographics and travel data.
- A review of existing active transport behavioural and promotional programs.
- A review of available social research on the barriers and motivation for walking and cycling.
- A review of walking and cycling related crash statistics for the Shire.
- A photographic survey of existing walking and cycling facilities across the Shire.
- A workshop with officers to review the planning and delivery of active transport projects and programs.
- A community survey of walking and cycling participation.
- Community talk shops in Birregurra, Colac and Apollo Bay.
- Feedback from several community groups and key government agencies.

The Strategy was developed within a behavioural change framework, which provides a holistic context to develop a set of infrastructural, behavioural, policy and regulatory, promotional and leadership actions that are appropriate for the Shire.

1.3 Aim and objectives

Aim

The aim of the Strategy is to provide strategic directions and policy outcomes that address immediate and longer term community needs over the next ten years for greater levels of participation in walking and cycling for transport and recreation.

Objectives

- Review and document existing levels of Active Transport provision in the Shire, the adequacy of the current quantity and quality including core infrastructure, and identify unmet needs of the community.
- Determine the current community use of Active Transport as a means of transport and recreation.
- Review the Shire's existing Active Transport management principles, policies and practices and identify possible opportunities for improvement.
- Clearly articulate the benefits of Active Transport.
- Identify a long term vision and strategies to achieve this vision.
- Link this project with Council's Transport Connections – Access, Connect, Belong (ACB) project.
- Assess the advantages, disadvantages and sustainability of each option and identify preferred options for implementation.
- Identify a prioritised framework, highlighting likely resource implications and potential funding opportunities for implementation of the recommended actions and strategic directions.
- Identify a management framework and key tasks required to regularly monitor, review and evaluate implementation progress, update key actions and assess project outcomes.

1.4 How to read this document

This document is structured in 5 further chapters.

Chapter 2 – Understanding the Local Context

This chapter presents an understanding of the local context – the current physical and natural environment; the policy context for active transport; existing projects and programs; local crash statistics; key demographics; and land-use constraints and opportunities.

Chapter 3 – A framework for Supporting Active Transport

This chapter presents the basis for determining projects and programs to create a physically and socially supportive environment for active transport.

Chapter 4 – Actions for Supporting Active Transport

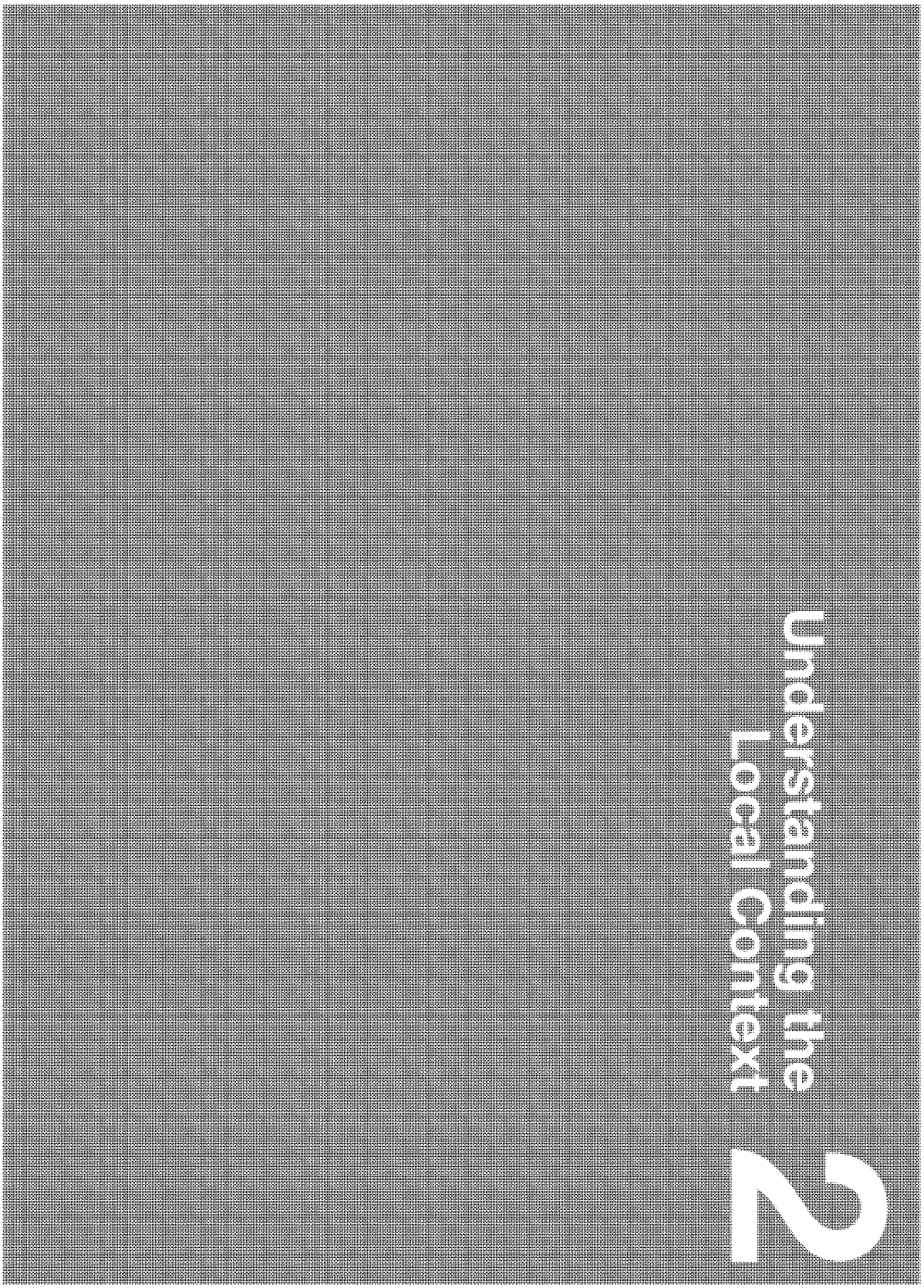
This chapter presents a range of infrastructural, behavioural, policy and regulatory, promotional and leadership actions to both enable and motivate greater levels of participation in walking and cycling across the Shire.

Chapter 5 - Delivering the Strategy

This chapter presents a framework for delivering the proposed actions, including a prioritised implementation plan.

Chapter 6 - Monitoring and evaluating the Strategy

The final chapter of the document sets out a framework for monitoring and evaluating the Strategy at a program and project level.


2
Understanding the Local Context

2. Understanding the Local Context

2.1 Introduction

This chapter presents an analysis of the Shire context in terms of the existing conditions, provisions and participation levels in walking and cycling. As noted in the previous chapter, this review is undertaken through the lens of a behavioural change framework (i.e. a socio-ecological model of human behaviour), with a specific focus on walking and cycling.

The following aspects of the local context are presented in this chapter:

- The spatial context for the Shire.
- The demographic profile of the Shire.
- The health and wellbeing of the Shire.
- The active transport policy context at a local, state and federal level.
- The key social, environmental and economic benefits of active transport.
- The existing walking and cycling networks and associated facilities.
- Current infrastructural, behavioural and promotional programs.
- Walking and cycling safety.
- Stakeholder engagement outcomes.

The outcomes of this review have been synthesised and are presented in a SWOT analysis at the end of the chapter.

2.2 Spatial context

The Shire is a rural, residential and resort area. The Shire encompasses a total land area of 3,250 square kilometres, of which a large proportion is State Forest and National Park, including beaches, coastline, rainforests, waterfalls, lakes and craters. Much of the rural area is used for timber getting and agriculture, with farming, cropping and dairying being the main agricultural pursuits. Agricultural activity is concentrated in the northern part of the Shire, although timber and fishing are prevalent in the south. Tourism is an important industry, especially in the southern section along the Great Ocean Road. The Shire has two main townships, with many small villages and localities. The largest town is Colac, which serves as an administrative, retail and commercial centre. The other major township is Apollo Bay, which serves as the major tourism centre.

Figure 1: The location of Colac Otway Shire in Victoria

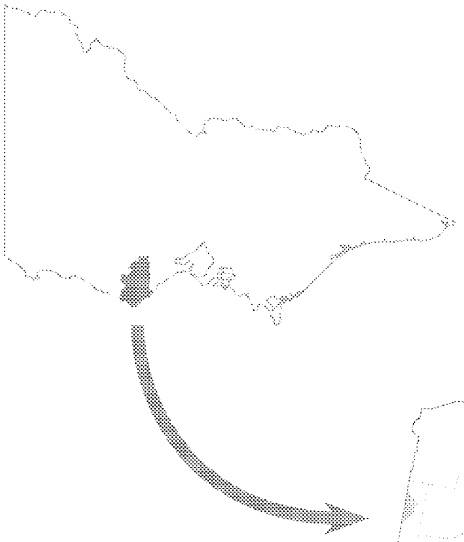


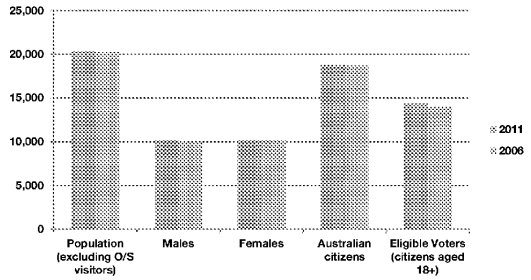
Figure 2: Colac Otway Shire

2.3 Demographic profile

The following section presents a summary of the demographic profile of the Shire. These statistics provide useful information on the local context; particularly emerging trends that help inform the development of actions for the Strategy.

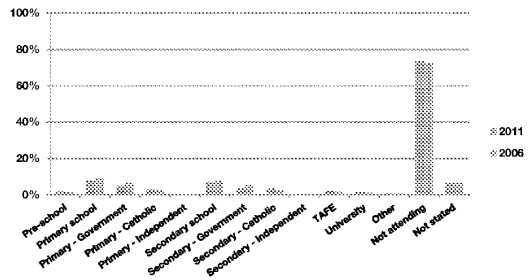
2.3.2 Statistics

Figure 3: Population



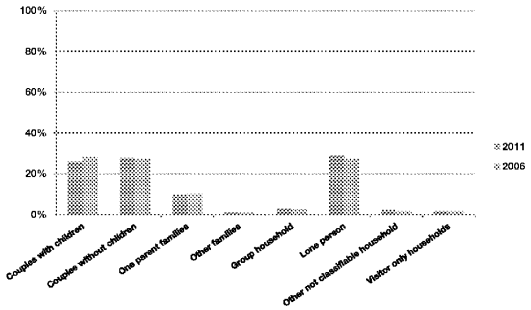
The Census population of the Shire in 2011 was 20,343 (an increase of 50 persons from the 2006 census), living in 11,320 dwellings with an average household size of 2.4.

Figure 4: Education



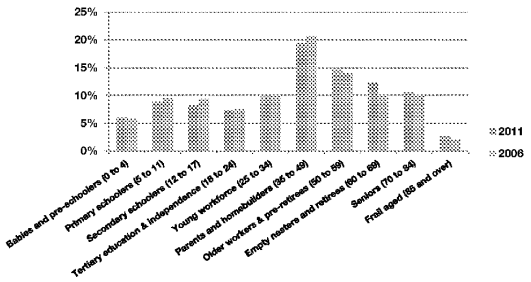
Approximately 34% of the Shire's population attend an educational institute (down 4% from the 2006 census), of which 16% attend primary school, 14% attend secondary school, 3% attend a tertiary institute, and 1% are other.

Figure 5: Household Size



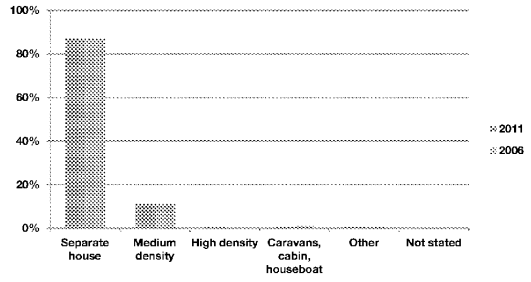
In the Shire, 26% of households are made up of couples with children compared with 27% in Regional VIC. Couples with children and people living together is declining slightly with a greater proportion of single person households.

Figure 6: Age



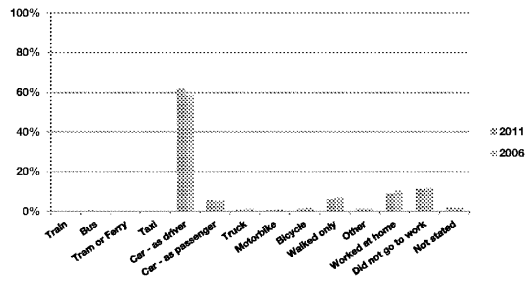
The Shire has the same proportion of pre-schoolers and a higher proportion of people at post retirement age than Regional VIC. The data shows a slightly increasing older population (50 and over) and declining younger population (under 50).

Figure 7: Household Structure



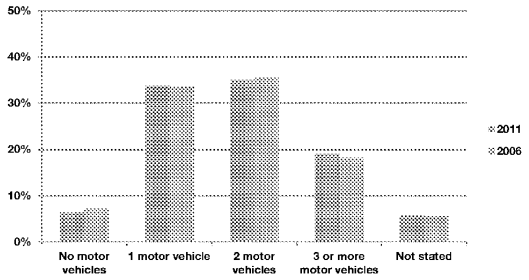
In the Shire 12% of the dwellings are medium or high-density, compared to 11% in Regional VIC. Housing types are predominantly separate dwellings.

Figure 8: Travel to work



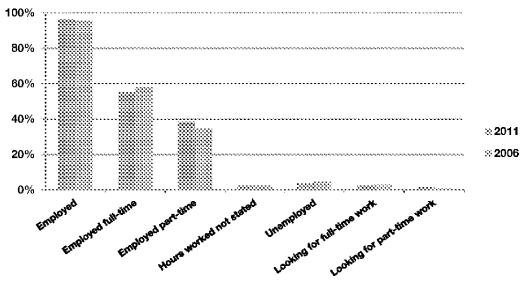
In the Shire 700 people ride their bike or walk to work. Together walking and cycling account for 7.5% of the total mode split (down 1.1% from the 2006 census), which is significantly higher than the average for Regional Victoria (5.4%). Cycling levels have fallen 22% from 2006.

Figure 9: Car Ownership



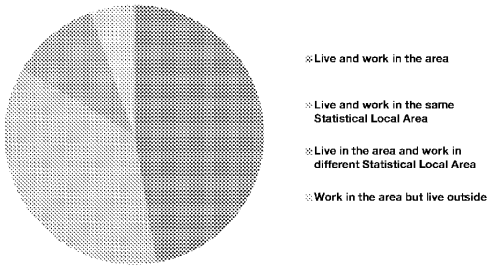
In the Shire 54% of households had access to two or more motor vehicles, compared to 55% in Regional VIC. Car-free households has fallen slightly from 2006 but there has been an increase in households with 3 or more cars.

Figure 10: Employment Status



Approximately 9,474 people living in the Shire are employed, of which 55% are working full time and 36% part time. Overall unemployment has fallen slightly since 2006. Employment levels are slightly above the average for Regional Victoria.

Figure 11: Residential Location of Workers



Approximately 6% of the Shire workers live outside the area.

2.3.3 Conclusions

The Shire has a relatively small and geographically dispersed population, which has changed little over the 5 years between the 2006 and 2011 census. The low density characteristics of the shire also manifest in the type of housing structure, with the vast majority of the population living in separate houses.

The majority of the population in education are attending primary and secondary school, which should provide the focus for actions to promote walking and cycling for education-based trips.

While the car is the main mode of travel for work journeys, it is slightly lower than the average for Regional Victoria and there has been an increase in households with no motor vehicles. At the same time, the Shire has higher levels of walking and cycling than the average for Regional Victoria, which suggests potential for growing participation in active transport. However, this only relates to travel to work with no data available for short local journeys which have the highest potential for active transport.

Access to transport or mobility is often a problem for many people living in relatively rural areas. In a 2011 survey on Community Wellbeing conducted by VicHealth, just over a quarter (25.2%) of all respondents indicated they experience transport limitations, slightly above the Victorian State average (23.7%).

Overall, there are no significant demographic trends that support growth in active transport participation. However, the Shire's higher than average use of walking and cycling for travel to work suggests potential for growth. In certain cases, active transport could help reduce transport limitations. However, it is acknowledged that such opportunities might be limited given the dispersed nature of settlements across the Shire.

2.4 Health and wellbeing

Whilst the Shire is a popular destination for hiking, cycling, sea and lake based recreational activity, the population of the Shire appear to have a more car-centric and less active lifestyle than what is available to them on their doorstep. Studies have shown that across the Shire, one third of residents state they are physically inactive. This represents a higher proportion of inactive people than the population of rural Victoria and all Great South Coast municipalities. Health issues in the population that are related to a sedentary life style include heart disease, risk of stroke, diabetes, risk of colon and breast cancer and some weight bearing musculoskeletal disorders.

The trend of increasing inactivity (The rate of physical inactivity increased from 310 to 354 per 1000 people during 2001-2005) has concurrently led to an increase in the rate of obesity, to a level such that Colac Statistical Local Area has the highest rate of obesity in the G21 region. For a population of under 22,000, this is a staggering statistic that led to the National Preventive Health Taskforce identifying an urgent need to address and improve the situation.

A range of programs related to embedding physical activity into daily life and developing policies that encourage increasing activity have been implemented.

A worrying but recognised future generational issue is the prevalence of childhood and adolescent obesity that has been steadily increasing in Australia. It poses the single biggest threat to the health of Australian children and the negative impacts on health and psychological well-being are well described and are substantial. Recent estimates suggest that the health impacts of obesity may be so great that today's children will be the first generation for many centuries to experience a lower life expectancy than their parents. The Shire is not immune to this trend.

The work from the Sentinel Site for Obesity Prevention program by The Deakin University/Department of Human Services (DHS) partnership in the Barwon-South Western region of Victoria indicated that prevalence of overweight and obese people was 17% in preschool children, 26.7% in primary and 26% in secondary school students.

The research highlights a need to focus on early intervention and prevention strategies, to instil behavioural adaptation in youth to prevent future health issues. At the same time, an aging and growing population means that strategies around increasing physical activity also need to work with people who are driven by different incentives.

The recommended 30 minutes of daily physical activity can easily be achieved through several short walking or cycling trips.

2.5 Active transport policy context

The following section presents the key strategies and plans at national, state and local level that provide the policy context for active transport in the Shire.

Federal policy

The Australian National Cycling Strategy (NCS) 2011-2016

The aim of the NCS is to double the number of people cycling in Australia by 2016, based on the delivery of six key priorities and objectives: cycling promotion, infrastructure and facilities, integrated planning, safety, monitoring and evaluation, and guidance and best practice. These key priorities have generic actions that can be applied within states, territories and local governments in accordance with community aspirations, priorities and available resources.

Draft Walking, Riding and Access to Public Transport, Oct 2012

This report, developed by the Major Cities Unit, explores the role of an integrated urban transport system based on walking, cycling and public transport. The document provides a strong business case for investment in active transport, highlighting the various social, environmental and economic benefits of walking and cycling. A range of measures are proposed covering the broad categories of planning, building and encouragement.

National Urban Policy

The National Urban Policy provides the framework for improving the productivity, liveability and sustainability of Australian cities. The policy proposes to "improve accessibility and reduce dependence on private motor vehicles", noting the negative role of cars on road safety. To achieve this, the policy proposes stronger support for walking, cycling and public transport.

State of Australian Cities 2012

The State of Australian Cities report provides a review of the development of Australian cities including demographics, productivity, liveability, sustainability and governance. The report highlights the role and importance of safe urban environments and the need to support walking, cycling, and public transport.

National Road Safety Plan 2011-2020

The National Road Safety Plan 2011–2020 is a 10-year framework, based on the Safe System approach, with the aim that "no person should be killed or seriously injured on Australia's roads". The Plan proposed a target of a 30 percent reduction in the annual numbers of both deaths and serious injuries.

State policy

Pedestrian Access Plan 2010

The Pedestrian Access Plan sets out the Victorian Government's vision for a more pedestrian-friendly transport system. The aim of the plan is to encourage more walking, especially for short trips. The plan establishes broad policy principles to investment in walking over the next 10 years – including infrastructure, planning and design, safety and behaviour change programs.

Cycling into the Future 2013-23

The new Victorian bicycle plan proposes a "holistic, co-ordinated and strategic approach to considering the needs of all bike riders and developing policies, programs and actions to address these needs". One of the key goals is to "reduce safety risks – reduce conflicts and risks to make cycling safer".

Draft Victorian Road Safety Plan, Sep 2012

The Victorian Road Safety Plan (under development as of Jan 2012) proposes a close alignment with the national Road Safety Plan 2011-2020, following the principles of the safe system approach. Among the strategic priorities are pedestrians and cyclists.

Victorian State Disability Plan 2013 - 2016

The Victorian State Disability Plan 2013 - 2016 proposes to improve access to buildings and places by outlining strategies to both increase the application of accessible design standards in the built environment and make community facilities and public spaces more accessible and safer.

Local policy

Apollo Bay Strategic Footpath Network Plan

This plan outlines the development of a Strategic Footpath Network within the Apollo Bay Township, specifically the implementation of a Primary Network (to be undertaken in the short term) and Secondary Network (to be undertaken in the longer term). A budget of $50,000 per year for 4 years has been proposed. The plan addresses many of the current gaps in the walking network of Apollo Bay.

Colac CBD & Entrances Project 2012

This project sets out a range of recommendations to shape access and movement, buildings and land use, streetscapes and open space within the context of the areas defined by the CBD and the entrances to Colac. The project makes a number of key recommendations with regards to walking and cycling, including infrastructural enhancements to routes and crossings (e.g. mid-block crossings, shared space, intersection redesigns and high quality "Botanic Corridor" for pedestrian movement).

Colac Otway Recreation Strategy 2006-2010

This Strategy identifies and addresses the recreation needs of the community within the Shire, through a short, medium and long term action plan. Among the recommendations of the Strategy was the development of a Bicycle Strategy, the completion of the Old Beechy Rail Trail and development of a shared pathway between Apollo Bay and Skenes Creek.

Colac Otway Public Open Space Strategy 2011

The open space Strategy covers the provision of shared pathways, and walking and cycling routes to promote greater levels of physical activity and improve the overall health of the community.

Colac Structure Plan 2007

The structure plan provides a framework for the development of the built environment in Colac. A number of recommendations are provided for improving safe access to schools by walking and cycling. Other proposals relating to traffic management, particularly relating to the control of traffic are also intended to support walking and cycling.

Colac-Elliminyt Commuter Footpath Strategy 2012

This Strategy proposes a range of infrastructure measures to provide convenient and safe access to facilities and services by walking, with a focus on commuter or transport needs rather than recreation. The Strategy is based on defining service levels for footpaths and identifying priority ratings.

Township Masterplans

Masterplans have been developed for most small towns across the Shire, providing high-level short, medium and long term development opportunities. Recommendations cover enhancements for pedestrian access and in some case proposals are provided for cycling.

Kennett River, Wye River, Separation Creek Structure Plans 2008

The Structure Plan provides a framework for the ecologically sustainable development and integrated management of the hamlets of Kennett River, Wye River and Separation Creek. The plan provides guidance on land use, built form and public space development to achieve overall economic, social and environmental objectives. Key proposals for walking and cycling include:

- Enhance pedestrian access to the foreshore.
- Introduce a 40 km/h zone through the hamlets during peak holiday times.
- Investigate options for shared pathways along the Great Ocean Road and inland.

Barwon South West Regional Trails Master Plan 2009

The masterplan covers the nine local government areas of the City of Greater Geelong, the Warrnambool City Council, the Surf Coast, Colac Otway, Corangamite, Moyne, Southern Grampians and Glenelg Shire Councils, and the Borough of Queenscliffe. The masterplan provides recommendations for the development of mainly off-road recreational trails, including the Old Beechy Rail Trail and the further development of the Great Ocean Road Walk from Apollo Bay to Princetown. A number of recommendations are made to enhance the Old Beechy Rail Trail, including reducing the proportion of on-road sections in Colac and improving on-road sections between Beech Forest and Apollo Bay.

Red Rock Region Community Infrastructure Plan 2013

The Community Infrastructure Plan proposes a range of projects to enhance the connectivity between the townships within the region of Red Rock. These recommendations include provisions for walking and cycling. The plan was developed post completion of the research and analysis undertaken for the Active Transport Strategy, as such the specific recommendations could not be included. However, the plan has since been endorsed by Council and therefore all recommendations relating to walking and cycling infrastructure are supported in this strategy.

Federal policy
State policy
Local policy
Colac Otway Public Open Space Strategy
RED ROCK REGION

2.6 The benefits of active transport

A ECONOMIC

Active transport provides a myriad of societal and individual economic benefits:

- At a societal level, planning and constructing one kilometre of road costs the equivalent of 110 kilometres of bikeway (Department of Infrastructure and Transport, 2012). In addition to the associated public infrastructure savings, active transport aids the reduction of negative externalities; including decongestion, noise reduction, improved air quality and the reduction of greenhouse gas emissions.
- The net health benefit per kilometre walked is approximately 144 cents, which is roughly 70% of the total economic benefits of a walking project (Department of Infrastructure and Transport, 2012).
- At an individual level it was estimated in 2008 that owning one less car meant a household could spend an extra $110,000 on a new home and repay a $300,000 housing loan in 12 years instead of 25 years (Victorian Government, 2012).

B ENVIRONMENTAL

The key environmental benefits of the active transport can be summarised as:

- Walking and cycling emit a negligible amount of greenhouse gases.
- Switching to active transport helps decrease noise and air pollution.
- Active transport uses land in a very efficient manner relative to motor vehicles, requiring less road space and parking.
- Switching to active transport helps to reduce the 'heat island' effect that is created by urban development.
- Unlike motor vehicles, active transport does not emit oil and petrol residue, which becomes a major source of water pollution once it enters the stormwater system (Cycling Promotion Fund, 2007).
- Bicycles have relatively low levels of 'embodied energy': A typical $500 bike embodies just 8.8 gigajoules of energy, or 0.75 tonnes of CO2 equivalents, whereas a typical $30,000 car embodies 475 gigajoules of energy, or 41 tonnes of CO2 equivalents (Cycling Promotion Fund, 2007).
- Active transport produces minimal air pollution. In Australia it is estimated that 900 to 2,000 early deaths are caused from vehicle based air pollution each year (Cycling Promotion Fund, 2007).

C SOCIAL

The key social benefits of the active transport can be summarised as:

- The public health benefits of walking and cycling infrastructure far outweigh the associated injury costs. The health benefit from walking 1 km is estimated at 166 cents whereas the cost is just 24 cents (Queensland Department of Transport and Main Roads, 2011).
- Physical inactivity costs the Australian economy approximately $13.8 billion per year (Department of Infrastructure and Transport, 2012). Active transport is a very effective way to increase daily physical activity.
- Active transport is highly beneficial for mental as well as physical health as it triggers endorphins.
- Active transport increases community safety by providing informal surveillance through greater numbers of people on the street.
- Active transport positively contributes to social and community capital. Residents on streets with lower traffic volumes and speeds are more likely to know their neighbours and show greater concern for their local environment (Appleyard, 1981).
- Walking and cycling play an important role in sustaining the vibrancy of the public realm which in turn affects the liveability of our towns and cities.
- Active transport is an equitable form of transport enabling non-drivers to access a reasonable distribution of public resources.

2.7 Existing walking and cycling networks

2.7.1 Introduction

The following section presents a summary of the review of existing walking and cycling infrastructure and facilities.

The existing networks are presented spatially in a consolidated format to show the level of provision and level of connectivity. Some of the current problems are presented visually and the key issues to be addressed by the Strategy are then summarised.

The level of issues is clearly greater for the main towns of Apollo Bay and Colac where more developed networks exist. Although the smaller towns and townships have less developed networks and appear to have less issues, the impact on the community is relative. For example, in some small towns with no provision of basic pedestrian facilities, the impact of providing new footpaths could be significant.

The issues identified are considered along with the outcomes of the consultation process and the broader understanding of the local context before appropriate actions are developed.

The towns reviewed for the Strategy are presented in Figure 12 shown opposite.

2.7.2 Approach

The review of existing walking and cycling networks did not take the form of a detailed audit of the condition of these facilities, rather photographic surveys were undertaken to establish the existing typologies, level of connectivity, and other barriers that might limit their use.

All of the identified issues have been considered within the context of the local community, particularly the population and number of local destinations or land-uses.

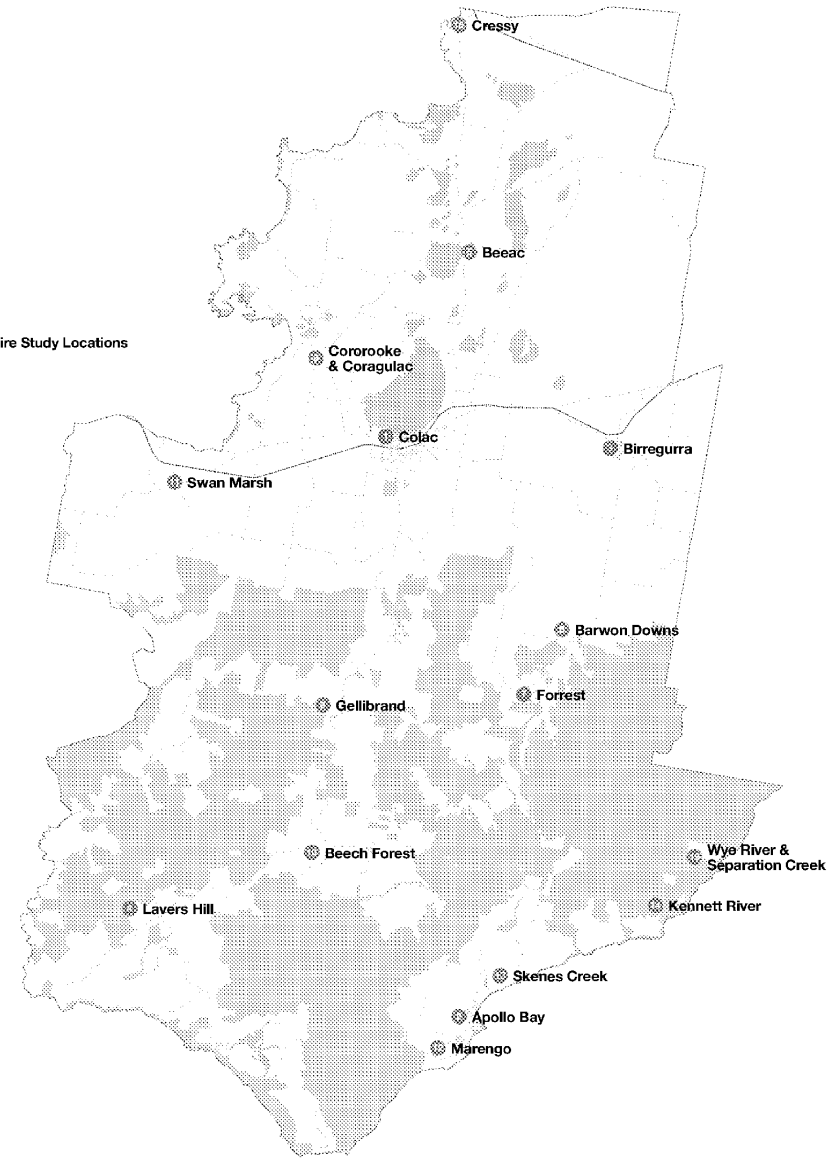


Figure 12: Colac Otway Shire Study Locations

1 Colac

Walking Network

Colac has the most developed walking network in the Shire, which also serves the largest centre of population (12,118).

The network comprises a range of footpath typologies including high quality wide footpaths in the main shopping areas to narrower sealed footpaths on local streets. However, there remains a number of gaps in the network in both mature and newly developed areas. This includes streets with provision on only one side.

A common feature of the network is the lack of priority for pedestrians at intersections, particularly on roundabouts, which affects the permeability of the network and town. Similarly, there is limited provision of mid-block crossings. Many streets are in excess of 10 metres (kerb to kerb) with no safe provision for crossing, a particular concern for young children, senior citizens and people with disabilities.

The legibility of the town, particularly for visitors, is limited by the lack of wayfinding. There are few directional or destination signs guiding the movement of people on foot or by bicycle.

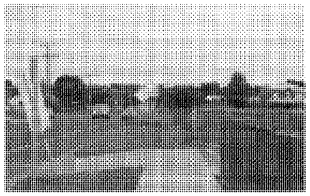
Streetscapes are often homogenous, particularly local streets. The lack of diversity and landscaping reduces the overall attractiveness of the walking experience.

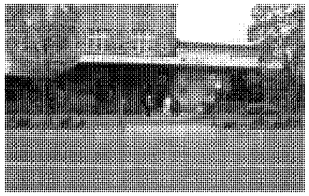
In general, most streets are relatively clean and well maintained.

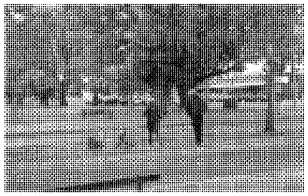
KEY ISSUES TO ADDRESS

- Missing links in existing footpaths.
- Missing footpaths on one side of some streets.
- Lack of pedestrian priority at intersections.
- High speed limits in high pedestrian activity areas.
- Lack of mid-block crossings.
- Lack of wayfinding.
- Homogenous streetscapes.

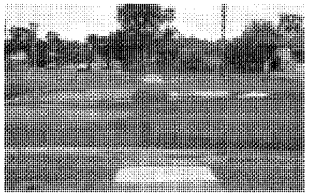
Key Issues

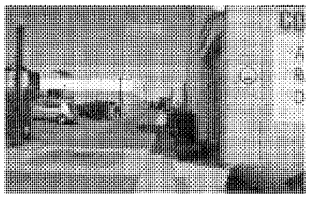

Missing links in existing footpaths

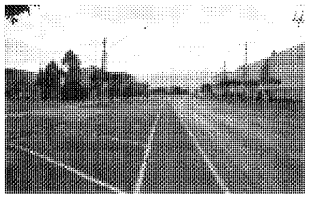

Lack of priority for pedestrians on main street


Lack of mid-block crossings where demand exists

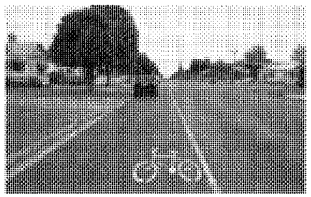
Intimidating environments for people

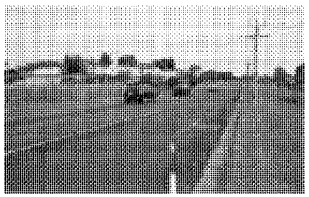

Lack of priority for pedestrians on roundabouts


Shared space that operates as a street


Streets without mid-block crossing opportunities

Streets with no footpath provision


Homogenous streetscapes


Absence of footpaths on one side of street

1 Colac

Cycling Network

Colac also has the most developed cycling network in the Shire, which serves the largest centre of population (12,118).

The network comprises bicycle lanes that are for the exclusive use of cyclists; bicycle lanes that are shared with car parking; and shared footpaths. The majority of bicycle lanes are in relatively good condition with few maintenance issues.

The main issue with the existing network is the lack of connectivity created by the absence of appropriate facilities at intersections and the lack of transition between bicycle lanes and intersections. Many lanes often begin and end at random locations.

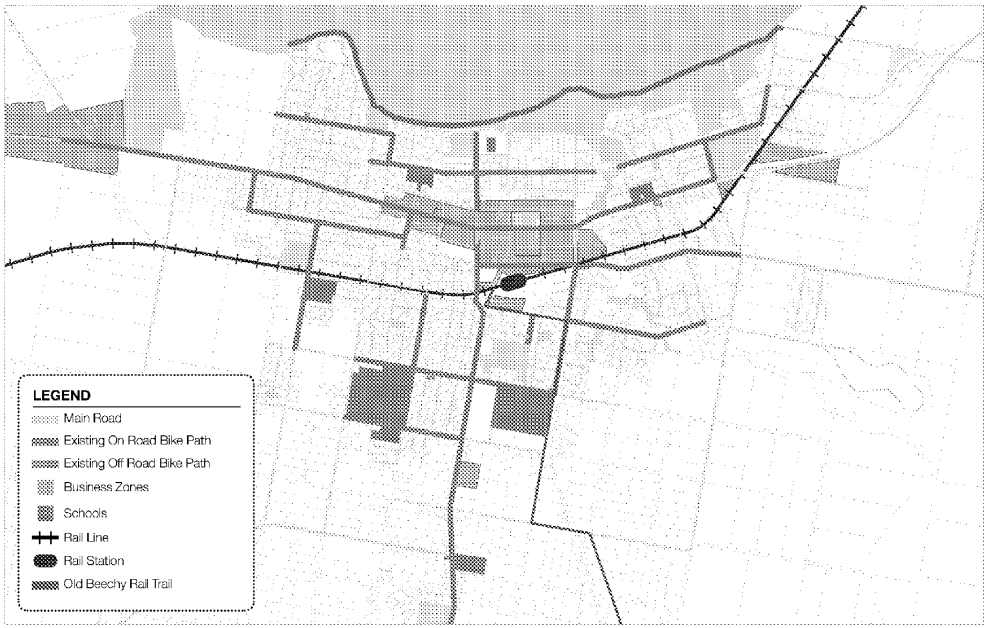
There are many opportunities to improve the current network with new links and routes. Given the abundance of width of many streets, there are opportunities to provide exclusive bicycle lanes with buffers on both sides to provide protection from moving traffic and to mitigate the potential for car dooring.

The provision of bicycle parking is sporadic and there is considerable variation in quality. While some of the newer developments in the town benefit from good quality parking, most is out-dated and limited in capacity.

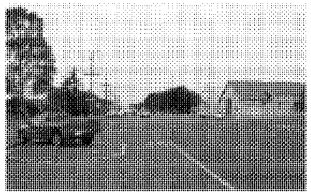
The lack of wayfinding is also evident. There are no directional signs for cyclists at present.

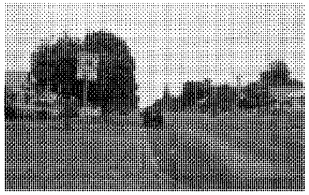
KEY ISSUES TO ADDRESS

- Absence of bicycle facilities at intersections.
- Potentially unsafe transition from bicycle lanes to roundabouts.
- Lack of appropriate transition from bicycle lanes to intersections and vice versa.
- Missing links on existing routes.
- Opportunities for alternative routes on lesser trafficked roads running parallel to Murray Street.
- Limited provision of appropriate bicycle parking.
- Illegal car parking in designated bicycle only lanes.
- Lack of wayfinding.

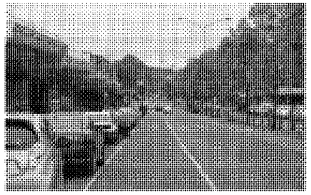


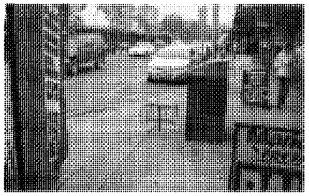
Key Issues


Termination of bicycle lanes on side streets

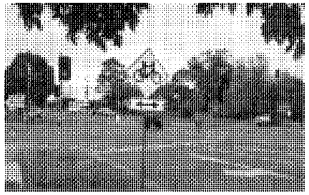

Illegal car parking in bicycle lanes

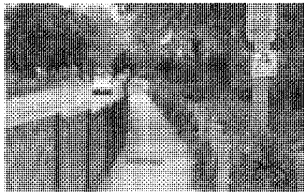
No transition from intersections to bicycle lanes

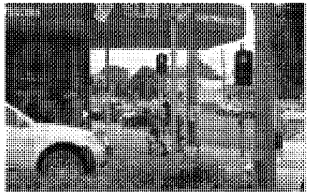

Bicycle lanes on Murray street?

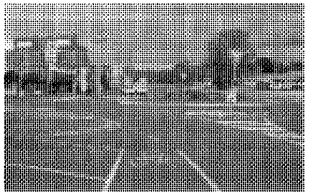

Lack of appropriate bicycle parking

Opportunities in rail reserve


No bicycle facilities at intersections


Restricted access on off-road routes


Intimidating environments for cycling


Transition from bicycle lane to roundabouts

2 Apollo Bay

Walking Network

Apollo Bay has the second most developed walking network in the Shire, serving the second largest centre of population (1,095). However, during the summer periods, this rises to an estimated 15,000 (significantly higher than the permanent population of Colac).

The network comprises a range of footpath typologies including high quality wide footpaths in the main shopping areas to narrower sealed footpaths on local streets. However, there remains many gaps in the network. Many streets have footpaths on only one side, others have no provision at all.

Similar to Colac, there is an obvious lack of priority for pedestrians at intersections and on side streets. On the main street there are limited mid-block crossings providing access to the foreshore.

Some intersections create significant barriers for the movement of pedestrians. For example, there are virtually no pedestrian facilities at the intersection of the Great Ocean Road (Collingwood Street) and Nelson Street.

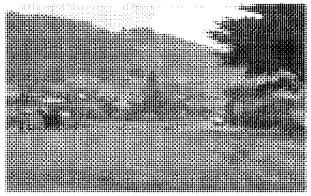
Nelson Street, between the Great Ocean Road and the Harbour, currently provides a gravel path for pedestrians while motor vehicles enjoy a sealed road. During peak times significant numbers of pedestrians use this gravel path.

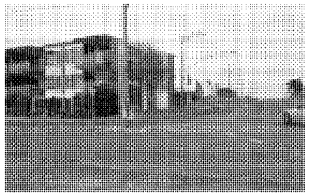
In general, most streets are relatively clean and well maintained.

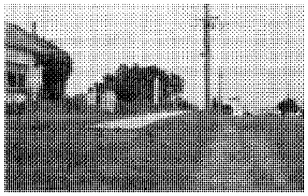
KEY ISSUES TO ADDRESS

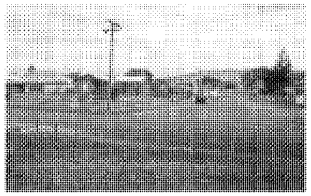
- Missing links in existing footpaths.
- Poor pedestrian connection with developing areas.
- Missing footpaths on one side of some streets.
- Poor level of provision on paths with high demand.
- Lack of pedestrian priority at intersections.
- Lack of mid-block crossings / poor connectivity with the Foreshore.
- High speed limits in high pedestrian activity areas.
- Lack of wayfinding.

Key Issues

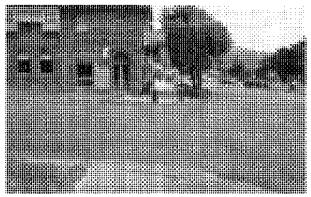

No formal footpaths to eastern end of town

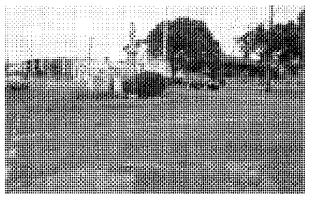

Poor provision for pedestrians at intersections

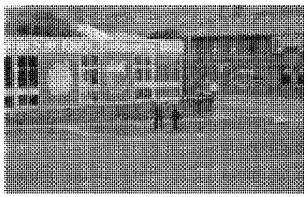

Missing gaps in existing network

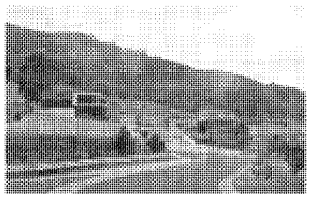

Lack of pedestrian refuges

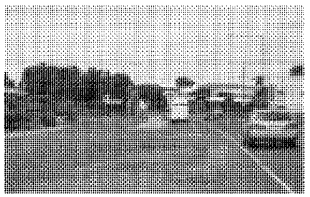
Absence of footpath


Interruptions in network at side streets


No provision at busy intersections


Lack of mid-block crossings


Poor provision in new developments


Discontinuation of existing paths

2 Apollo Bay

Cycling Network

Apollo Bay has a number of existing bicycle lanes, comprising lanes for the exclusive use of cyclists and those shared with car parking.

The overall network is quite limited and there is generally poor connectivity between residential areas and key destinations, such as schools and the main shopping areas.

Similar issues identified for Colac also apply to Apollo Bay. For example, there is poor provision for the transition from intersection to bicycle lanes and vice versa. In a number of locations the current provision does not meet the VicRoads or Austroads standards.

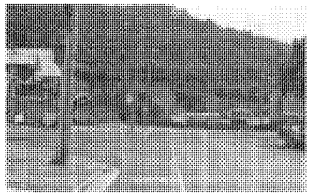
Some existing bicycle lanes, such as the exclusive lane on the southern side of the Great Ocean Road on the eastern side of Apollo Bay, are in very poor condition. Line markings are badly worn away and there is no delineation on the foreshore side. Problems with this lane continue along its length into the main street area. Car parking along the shopping strip often protrudes out into the lane forcing cyclists to move into the main carriageway. The lanes also terminate unnecessarily at McLaren Place.

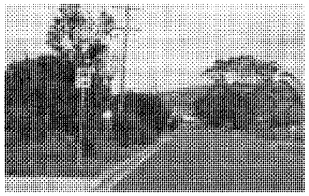
Generally, there is limited provision for bicycle parking and there are no wayfinding signs for cyclists.

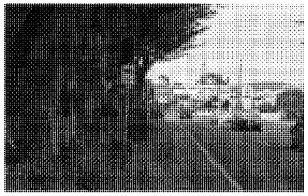
KEY ISSUES TO ADDRESS

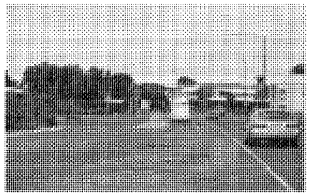
- Limited connectivity to key destinations.
- Absence of bicycle facilities at intersections.
- Lack of appropriate transition from bicycle lanes to intersections and vice versa.
- Missing links on existing routes.
- Poor condition of existing infrastructure.
- Limited provision of appropriate bicycle parking.
- Illegal car parking in designated bicycle only lanes.
- Lack of wayfinding.

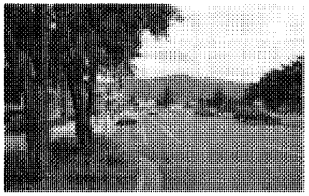
Key Issues

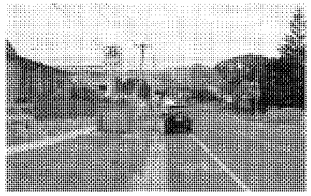

No provision on side streets

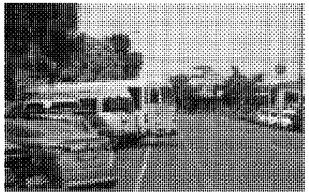

Random beginning of bicycle lane

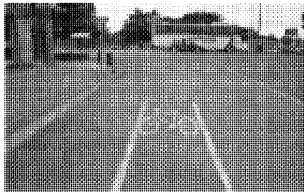

Poorly maintained bicycle lane

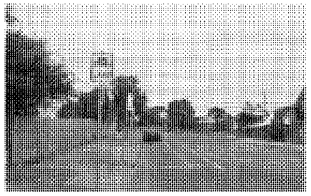

Poorly maintained road edge on bicycle lane

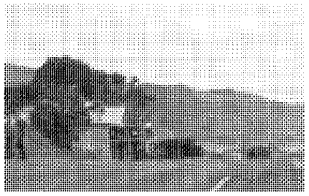

Random termination of bicycle lanes


Illegal parking in bicycle lanes


Inappropriate bus parking


Random termination of bicycle lane


Random starting point for bicycle lanes


Limited safe crossing facilities for cyclists

3 Birregurra

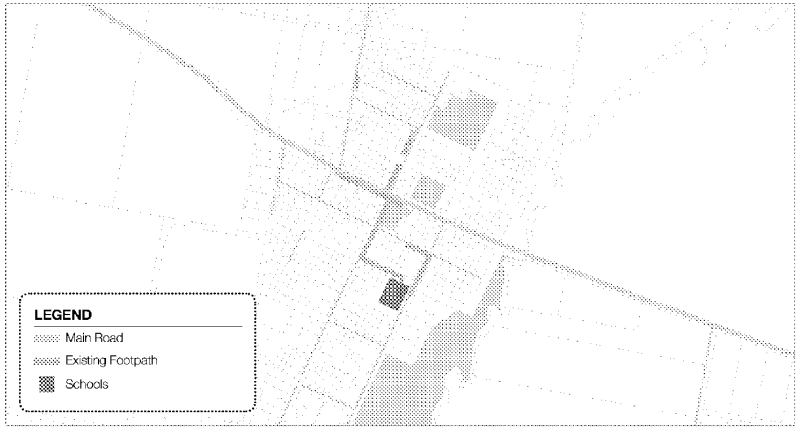
Walking & Cycling Network

There is a very limited walking network in Birregurra with no designated provisions for cycling. Many streets lack any footpath provision and others have limited facilities.

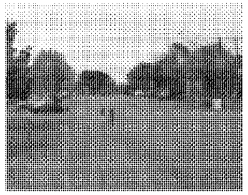
The main street of the town is abundantly wide and has a 60 km/h speed limit, with no provision for safe crossings.

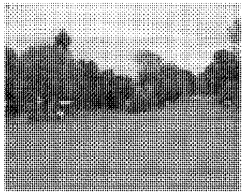
KEY ISSUES TO ADDRESS

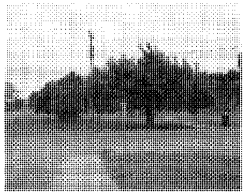
- Missing pedestrian footpaths.
- Opportunity for shared footpath on Roadknight Road
- Lack of mid-block crossings.

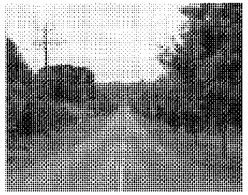


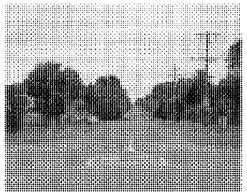
Key Issues


Width of main street


Lack of pedestrian crossings


Lack of connection


Absence of facilities to train station


Lack of pedestrian refuges

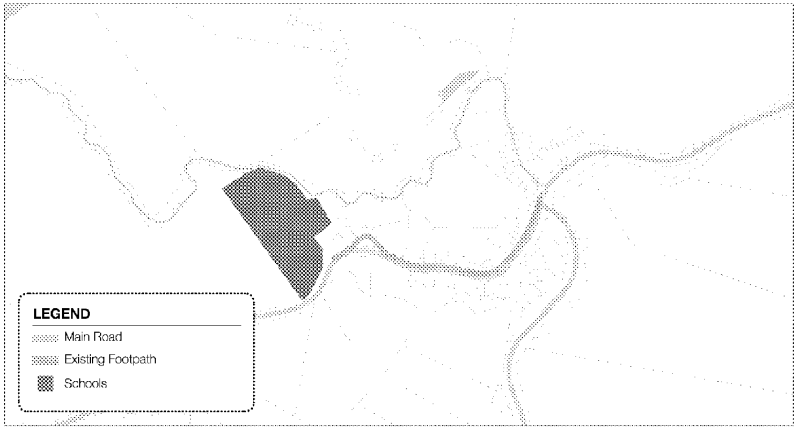
4 Lavers Hill

Walking & Cycling Network

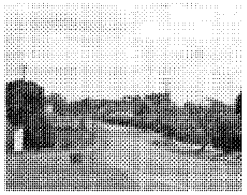
Lavers Hill is a relatively busy stop over for tourist traffic on the Great Ocean Road. However, it is a very inhospitable environment for pedestrians and cyclists. The combination of a 60 km/h speed limit and the poor provision of facilities for pedestrians and cyclists make active transport unsafe and unattractive.

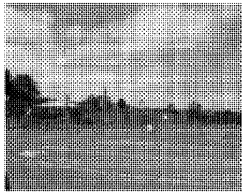
KEY ISSUES TO ADDRESS

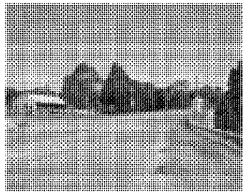
- Missing pedestrian footpaths, crossings and bicycle lanes.
- High speed limit.
- Opportunity for streetscape approach.

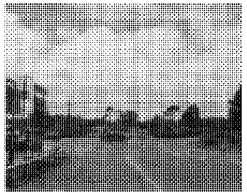


Key Issues


60 km/h speed limit


Lack of facilities at intersections

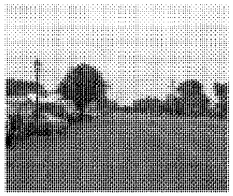

No crossing facilities


Unfriendly pedestrian environment

5 Beeac

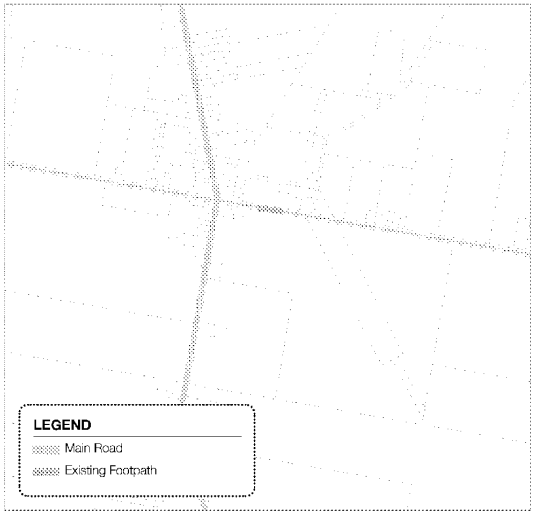
KEY ISSUES TO ADDRESS

- Lack of pedestrian footpaths.
- High speed limit.
- Lack of pedestrian crossings.



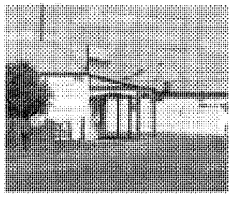
Pedestrian unfriendly environment

6 Cororooke & Coragulac



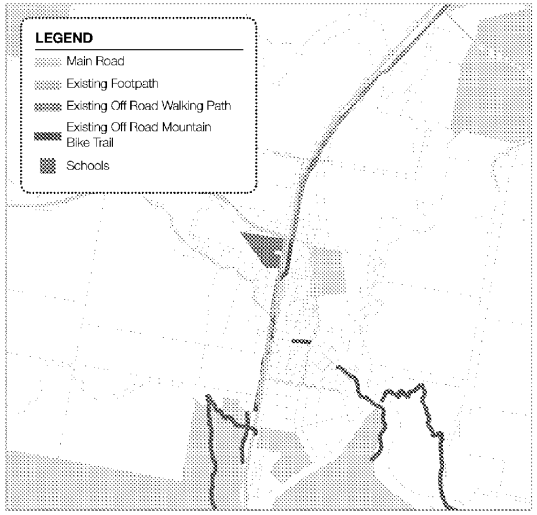
KEY ISSUES TO ADDRESS

- Missing pedestrian footpaths.
- Connection with Coragulac and Colac.
- High speed limit.



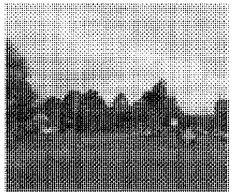
Lack of footpaths

7 Forrest



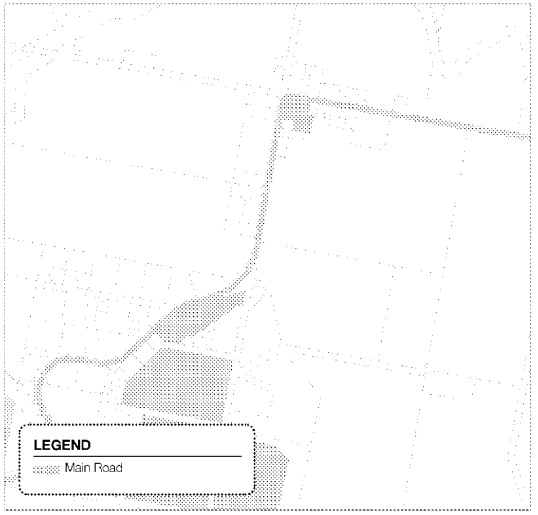
KEY ISSUES TO ADDRESS

- Missing pedestrian footpaths and bicycle lanes.
- Opportunity to connect Tiger Rail Trail with Mountain Bike Trails.
- Lack of pedestrian crossings.
- High speed limit.



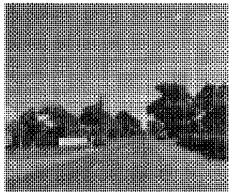
Lack of pedestrian facilities

8 Barwon Downs



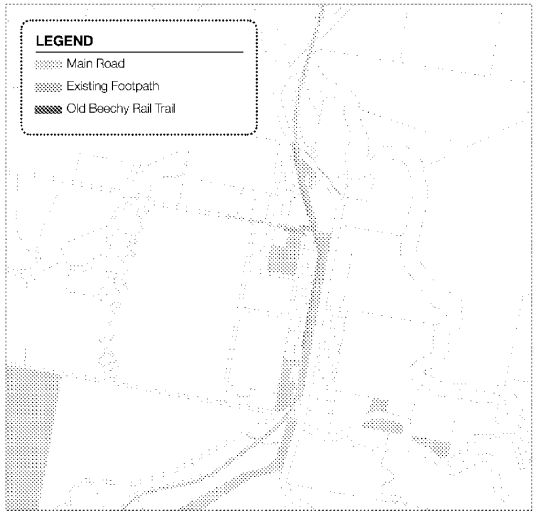
KEY ISSUES TO ADDRESS

- Missing pedestrian footpaths and bicycle lanes.
- High speed limit.



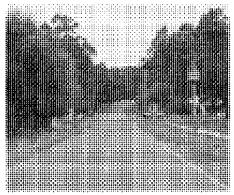
Lack of pedestrian facilities

9 Gellibrand



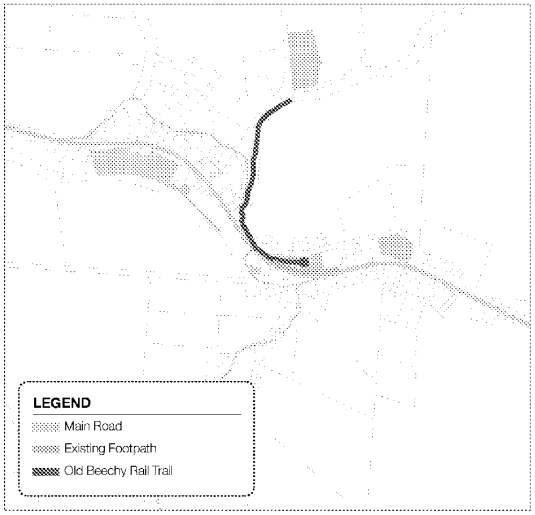
KEY ISSUES TO ADDRESS

- Missing pedestrian footpaths.
- High speed limit.
- Lack of pedestrian crossing facilities.
- Poor connections for Old Beechy Rail Trail.



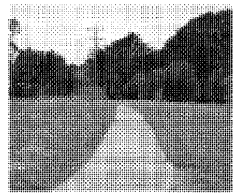
Lack of pedestrian facilities

10 Beech Forest



KEY ISSUES TO ADDRESS

- Missing pedestrian footpaths.
- Missing links in the Old Beechy and bicycle lanes.
- High speed limit.

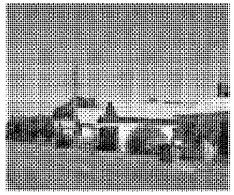


Disconnected trail route

11 Swan Marsh

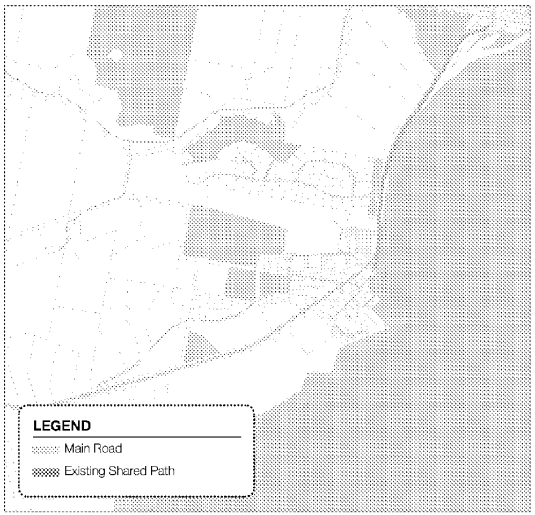
KEY ISSUES TO ADDRESS

- Missing pedestrian footpaths.
- High speed limit.



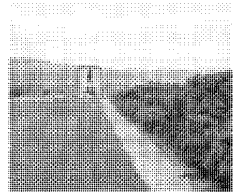
Poor pedestrian provision

12 Marengo



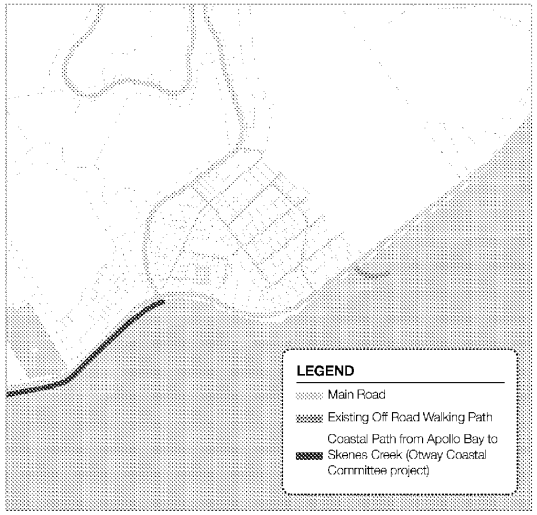
KEY ISSUES TO ADDRESS

- Opportunity to upgrade existing shared path connection to Apollo Bay.
- High speed limit.



Shared path upgrade opportunity

13 Skenes Creek



KEY ISSUES TO ADDRESS

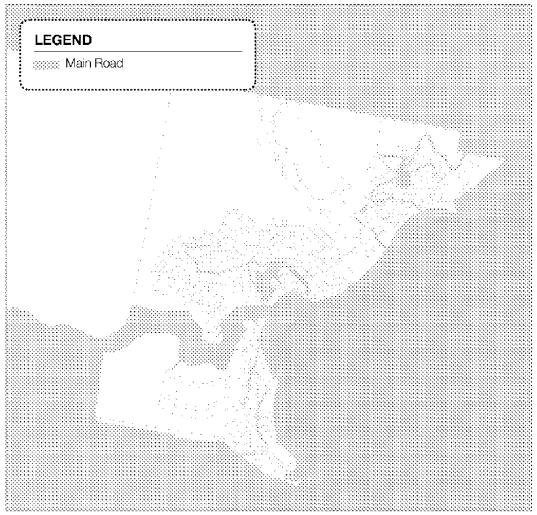
- Limited pedestrian footpaths and bicycle lanes.
- High speed limit.
- High traffic volumes on Great Ocean Road.
- Poor pedestrian connectivity to foreshore.

14 Kennett River

KEY ISSUES TO ADDRESS

- Limited pedestrian footpaths and bicycle lanes.
- High speed limit.
- High traffic volumes on Great Ocean Road.
- Poor pedestrian connectivity to foreshore.

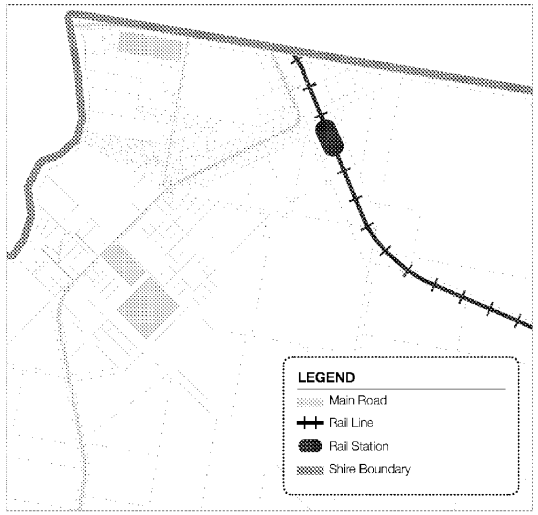
15 Wye River & Separation Creek



KEY ISSUES TO ADDRESS

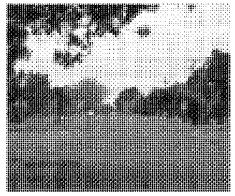
- Limited pedestrian footpaths and bicycle lanes.
- High speed limit.
- High traffic volumes on Great Ocean Road.
- Poor pedestrian connectivity to foreshore.

16 Cressy



KEY ISSUES TO ADDRESS

- Missing pedestrian footpaths and bicycle lanes.
- High speed limit.



Poor pedestrian provision

2.8 Existing infrastructure projects

A number of active transport related infrastructure projects are already underway or are specified in existing Colac Otway Shire Council plans and strategies (as discussed in Section 2.5). These projects have been reviewed and are incorporated (where appropriate) in the Strategy, including:

- Proposed new footpaths and upgrades to existing facilities have been incorporated from masterplans developed for Beeac, Beech Forest, Birregurra, Cressy, Gellibrand, Forrest, Lavers Hill and Swan Marsh.
- Proposed new footpaths and bicycle paths and upgrades to existing facilities have been incorporated from various plans developed for Colac including the Colac CBD & Entrances Project 2012, the Colac Otway Recreation Strategy 2006-2010, the Colac Otway Public Open Space Final Report 2011, the Colac Structure Plan 2007 and the Colac Commuter Footpath Strategy 2012.
- Proposed new footpaths and bicycle paths and upgrades to existing facilities have been incorporated from various plans developed for Apollo Bay including the Apollo Bay Strategic Footpath Network Plan and the Apollo Bay Urban Boundary and Settlement Strategy.
- Proposed new footpaths and upgrades to existing facilities have been incorporated from the Kennett River, Wye River, Separation Creek Structure Plans 2008.

The footpath strategies for Colac (together with the Colac CBD & Entrances Project) and Apollo Bay have provided the foundation for actions to address gaps in existing walking facilities.

Furthermore, it is acknowledged that work is ongoing on the completion of the Old Beechy Rail Trail. As such, no additional proposals have been included in this Strategy relating to this work. Uncompleted sections of the trail are shown as proposed in the actions.

2.9 Behavioural and promotional related programs

The following behavioural and promotional activities have been delivered in the Shire over the last 5 years.

Table 1: Past and present behavioural and promotional activities

ACTIVITY	TARGET GROUPS	DESCRIPTION	LEAD AGENCY	TYPE
Walking School Bus	Primary school children	The Shire was successful in gaining funding from VicHealth to introduce, coordinate and sustain Walking School Buses for Primary Schools in the Shire. In 2004 two Colac Primary Schools commenced a Walking School Bus for their School. The Walking School Buses did not recommence in 2005.	VicHealth with the Colac Otway Shire Council	Behavioural Program
Go for Your Life	Children aged 4-12 years olds	The 'Go for your life' Community Education Program was a Victorian Government initiative that travels throughout Victoria to schools, community events and other settings, promoting the 'Go for your life' messages of physical activity and healthy eating. 'Be Active Eat Well' (BAEW) was a 3-year (2003-2006) community-wide childhood obesity prevention demonstration program in Colac, run through 'Go for your life', which successfully reduced unhealthy weight gain in children aged 4-12 years. Active transport was one of the areas targeted as an intervention to reduce obesity.	VicHealth	Behavioural Program
The Hunt for the Golden Gumboot	8 - 80 year olds	An event designed to connect our community to parks and open spaces as a way of enhancing physical and mental health. Encourage individuals, and identified communities, to be physically active by providing engaging opportunities in parks. Market opportunities for increased Old Beechy Rail Trail use with flow on effects including health and wellbeing, social and regional economic benefits (recommendation from Old Beechy Rail Trail Marketing Plan). Get the family together, take a friend or the dog, get out and get active whilst discovering the Old Beechy Rail Trail. Participants need to keep an eye out for one of forty gumboots painted gold that will be hidden along a section of the Trail.	Colac Otway Shire Council	Behavioural Program
Transport Connections	People with limited access to transport	The aim of the program is "To respond to the needs of people with limited access to transport and/or education, leisure, health, employment, fresh food and social opportunities and to demonstrate a more innovative approach to developing regional solutions." Key areas of activity will include: • Active Transport - Promoting environmental sustainability; supporting forms of self-powered transport such as walking, cycling and skateboarding. • Community Information and Education - Exploring options for reducing car usage, promoting opportunities to use different forms of transport and encouraging the community to access these options. • Community Transport - Using accessible vehicles to meet local transport needs not catered for by existing public transport. • Outreach Models - Utilising social enterprise models, supporting agencies and organisations to bring their goods and services to people. • Private Transport - Supporting more effective use of private transport. • Virtual Access - Using information technology to support or improve access to resources and services that may not be easily accessible, to improve social connectivity for isolated residents.	Victorian Department of Planning and Community Development	Behavioural Program
Bike Ed Program	Children aged 9-13 years	Bike Ed programs are funded through VicRoads and focus on educating children aged 9-13 years, about the skills and knowledge required to ride a bicycle safely and independently. The program comprises a mix of practical activities conducted off-road and on-road combined with classroom-based activities. The five modules include: getting started; basic bike skills; building skills for riding in traffic; riding on paths and riding on-road.	Roadsafe Otway Roadsafe Colac	Behavioural Program
Active Aging supported by the Active Service Model (OPASS)	Older persons and people with support needs	The key principles of this activity are participation (lifelong learning, paid and unpaid work), health (achieving and maintaining good physical and mental health in later life), and safety (ensuring the "protection, safety and dignity of older people by addressing the social, financial and physical security rights and needs of people as they age").	VicHealth	Behavioural Program
National Ride 2 School Day	Primary school children	The Ride 2 School Program works with families, communities, policy-makers and partner organisations to encourage students to ride, walk, skate or scoot to school. As of January 2013, 10 local primary schools are involved in the program.	Victorian Department of Transport (through Bicycle Network Victoria)	Behavioural Program
National Ride 2 Work Day	Workplaces	The Ride 2 Work Program is a nationally run program that actively encourages people thinking of commuting by bicycle to give it a try for one day. Existing riders can share their knowledge and experience with peers, as well as support and encourage those starting out.		Behavioural Program

2.10 Walking and cycling safety

2.10.1 Introduction

The following chapter presents a summary of the crashes involving pedestrians and cyclists in the Shire. The crash data has been obtained from VicRoads' publicly-accessible crash database, CrashStats. The database has been searched for all locations in the Shire. The search period was the 10-year period July 2001 to June 2011, which is the latest complete 10-year period available.

CrashStats contains information on casualty crashes that are reported to Victoria Police. A casualty crash is defined as a crash in which somebody is injured and needs treatment or hospitalisation. Crashes that result in property damage only, or those that are not reported to or by the police, are not included in the CrashStats database.

Pedestrian and cyclist crashes are presented spatially in Figures 13, 14 and 15. Some crashes were recorded outside of Apollo Bay and Colac but there were no clusters of number or type.

According to the data from CrashStats, no cyclist crashes are recorded for Apollo Bay.

2.10.2 Summary findings

The data examined shows there are no intersections or road links with multiple fatalities or serious injuries to children or the elderly. There were however multiple injuries or fatalities at intersections and road links for pedestrians and cyclists of all ages. There is one intersection and two road links where multiple collisions involving a pedestrian have occurred:

- Two collisions at the intersection of the Princes Highway West and Queen Street, Colac.
- Three collisions at Princes Highway West between Corangamite Street and Gellibrand Street, Colac.
- Two collisions at Princes Highway between Hesse Street and Queen Street, Colac.
- Two collisions at the intersection of Hart Street and Miller Street, Colac.
- Two collisions at the intersection of Bromfield Street and Gellibrand Street, Colac.
- Two collisions at the intersection of Princes Highway West and Gellibrand Street, Colac.

In Colac, Gellibrand Street presents some concern for cyclists and the intersection of Murray Street and Queens Street suggests there are some safety issues for pedestrians.

While there are no clusters of crashes in Apollo Bay, the intersection of the main street and Hardy Street and main street and Nelson Street appear to present some safety concerns for pedestrians.

Figure 13: Pedestrian Crashes in Colac

Figure 14: Cyclist Crashes in Colac

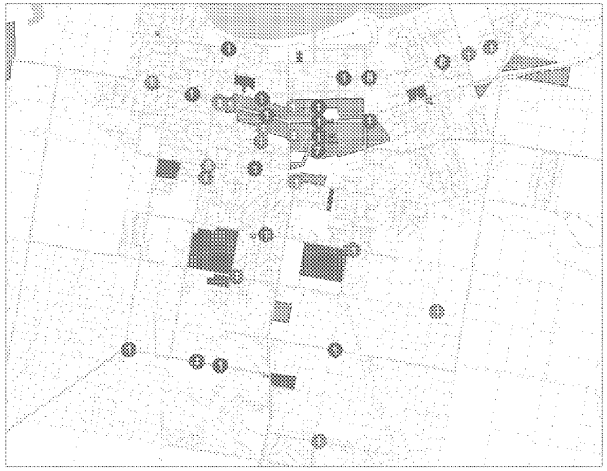
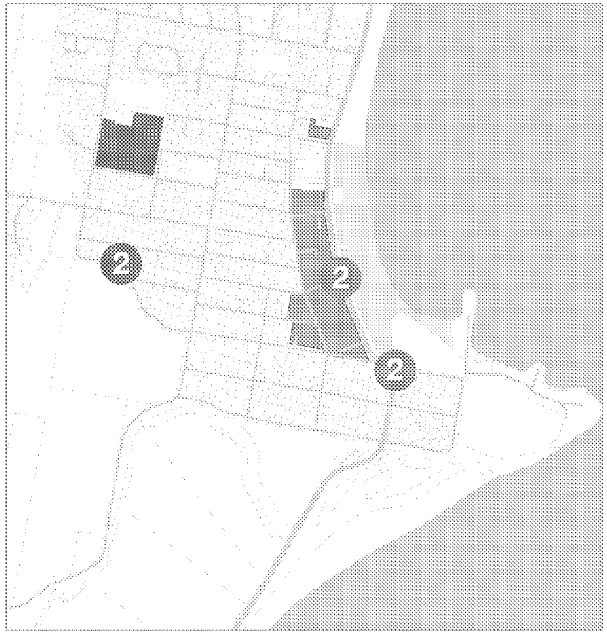


Figure 15: Pedestrian Crashes in Apollo Bay



LEGEND

Crash Severity	Crash Type
Fatal	1 Collision with vehicle
Serious	2 Struck pedestrian
Other	3 Struck animal
	4 Collision with a fixed object
	5 Collision with some other object
	6 Vehicle overturned (no collision)
	7 Fall from or in moving vehicle
	8 No collision and no object struck
	9 Other accident

2.10.3 Severity of Crashes

Crash history was obtained from VicRoads Crash Stats database for the 10 years July 2001 to June 2011. Data from the site is displayed in Table 2.

Table 2: Severity of crashes in the Colac Otway Municipality

	FATAL	SERIOUS INJURY	OTHER INJURY	TOTAL
All Crashes	37	402	503	942
Pedestrians	2	15	17	34
4-16	0	1	2	3
60+	0	4	3	7
Cyclists	0	21	24	45
4-16	0	2	6	8

Overall there were 942 casualty crashes recorded during the 10 year period, with 37 fatal crashes (4 percent of the total). There were 402 serious injury crashes (43%).

There were 34 pedestrian crashes (3.6%) and 45 cyclist crashes (4.8%). There were two pedestrian fatalities, but no cyclist fatalities.

Pedestrian crashes

Two pedestrian crashes resulted in fatalities (6% of all pedestrian crashes) whilst the remainder are evenly distributed between serious and non-serious injury crashes:

- Pedestrian fatality at the intersection of Princes Highway West and Colac-Forrest Road, Colac: pedestrian struck while crossing from the near side of the road.
- Pedestrian fatality on the Princes Highway between Aireys Reserve Road and McDonnell's Road, near Birregurra: pedestrian struck while playing, working, lying or standing on the road.
- Of the pedestrian crashes involving 4-16 year olds there was only one serious injury - serious injury to a 6 year old pedestrian on McKenzie Street, Colac, between Richmond Street and Hart Street; pedestrian struck while crossing from the far side of the road.

Pedestrian crashes involving people over 60 years included four serious injuries and three other injuries:

- Serious injury to a 60 year old on the Colac-Lavers Hill Road between Gellibrand-Carlisle Road and the entrance to Old Beach Forest Road at Gellibrand East Road, near Gellibrand: pedestrian struck while playing, working, lying or standing on the road.
- Serious injury to a 60 year old on Forest Street between Slater St and Aireys Street, Colac.
- Serious injury to a 60+ year old on the Colac-Ballarat Road between Lang Street and Wallace Street, Beeac.
- Serious injury to a 60 year old on Bromfield Street between Colac-Lavers Hill Road and Railway Street, Colac.

Cyclist crashes

The 45 cyclist crashes are almost evenly distributed between serious and other injuries. Cyclist crashes involving 4-16 year olds have resulted in two serious injuries and six non-serious injuries:

- Serious injury to a 15 year old cyclist at the intersection of Aireys Street and Queen Street, Colac: cyclist collision with cross traffic.
- Serious injury to a 15 year old cyclist at the intersection of Armstrong Street and Moore Street, Colac: the cyclist was struck while turning right.

2.10.4 Type of crashes

The most common crash type for pedestrian crashes is pedestrians struck while crossing from the near side of the road (32%), followed by pedestrians struck while crossing from the far side of the road and struck while playing, working, lying or standing on the road (both 15%).

The most common crash type for cyclist crashes is cross traffic at intersections involving cyclists (33%), followed by cyclists struck by a right turning vehicle (11%), cyclists striking a left turning vehicle (9%) and rear end crashes involving cyclists (7%).

2.11 Stakeholder engagement

2.11.1 Introduction

The following section presents the outcomes of a consultation process undertaken among key external stakeholders.

2.11.2 The consultation process

THE WIDER COMMUNITY

WHO

All residents of the Shire.

HOW

Web-based and Hardcopy Active Transport Survey on travel patterns and behaviour and the barriers to walking and cycling.

Community 'Talk Shops' held as part of local events to engage directly in conversation about the key barriers and opportunities for active transport in the Shire.

WHEN

The survey was administered during December 2012.

Talk Shops took place in Colac (5th Dec 2012), Birregurra (6th Dec 2012) and Apollo Bay (26th January 2013).

COMMUNITY GROUPS

WHO

Foreshore Committee of Management; Barwon Downs Community Group; Beeac Progress Association; Beech Forrest & District Progress Association; Birregurra Community Group; Carlisle River Community Group; Cressy and District Action Group; Forrest & District Community Group; Gellibrand Kawarren Progress Association; Harrington Memorial Park Committee; Johanna Public Purposes Reserve Committee Inc.; Kennett River Association Inc.; Lavers Hill Progress Association; Red Rock Progress Association; Skenes Creek Advancement Association; Swan Marsh Hall Committee; Wye River & Separation Creek Progress Association; Sport and Recreation Clubs and Communities in the Shire; Disability Network- CODA; Otway Business Inc.; Apollo Bay Chamber of Commerce; Otway Ranges Walking Track Association Inc.; Colac Cycling Club; and Colac Veteran Cycling Club Inc.

HOW

Community groups were contacted directly through the Colac Otway Shire Council and invited to make submissions on the key issues and barriers for active transport and the main priorities for the Strategy.

WHEN

November 2012

GOVERNMENT AGENCIES

WHO

VicRoads; Public Transport Victoria; VicTrack; the G21 Alliance; Department of Planning and Community Development; Department of Transport; Road Safe Colac and Road Safe Otway.

HOW

Government agencies were contacted through email and invited to make submissions on the key issues and barriers for active transport and the main priorities for the Strategy.

WHEN

November 2012

ADVOCACY GROUPS

WHO

Victoria Walks; Bicycle Network Victoria.

HOW

Advocacy groups were contacted through email and invited to make submissions on the key issues and barriers for active transport and the main priorities for the Strategy.

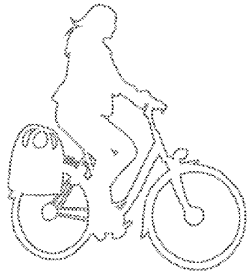
WHEN

November 2012

2.11.3 The Wider Community

The following information summarises the key findings from the consultation process with the wider community, from both the active transport survey and talk shops.

CYCLING



Profile of existing cyclists

- The majority of cyclists ride everyday.
- Most cyclists have been riding for more than 10 years.
- The vast majority ride for recreational purposes.
- Most cyclists ride at the weekend.
- The majority of cyclists ride 2-5 km in a typical journey but a significant number ride more than 20 km.
- Cycling is a significant social activity carried out with friends and family.

Top 3 Barriers

- Sharing the road with motorised traffic.
- The lack of safe, connected and attractive bicycle lanes.
- The lack of appropriate bicycle parking facilities.

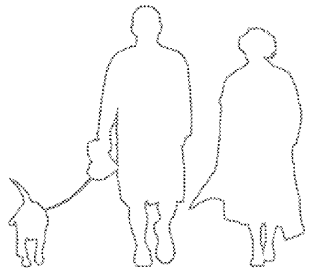
Top 3 Motivators

- Health and well-being - general fitness.
- Fun and enjoyment.
- Relaxation and stress release.

Enabler for greater cycling participation

- More respect and greater levels of care and attention from motorists for cyclists.
- The provision of safe, connected and attractive bicycle lanes that provide access to key destinations.
- Greater provision of appropriate bicycle parking facilities.
- Safe environments for children to learn to ride a bicycle.
- Information on choosing a bicycle and how to maintain it.
- Better bicycle parking facilities for schools.
- Safer environments around schools.

WALKING



Profile of existing walkers

- The majority walk most days of the week.
- Most walkers have been participating for more than 10 years.
- The vast majority walk for recreational purposes but a significant proportion walk to the local shops.
- The vast majority walk at the weekend.
- The majority walk 1-5 km in a typical journey.
- Walking is a significant social activity carried out with friends and family.

Top 3 Barriers

- The lack of footpaths.
- The poor connectivity of footpaths to key destinations.
- Perception that it is unsafe to walk at night.

Top 3 Motivators

- Health and well-being - general fitness.
- Fun and enjoyment.
- Relaxation and stress release.

Enabler for greater walking participation

- More and higher quality footpaths, connected to key destinations.
- Better provision of safe crossing points, especially on heavily trafficked roads.
- More street lighting, especially where footpaths are of a low quality.
- Lower speed limits, especially in shopping strips, near schools and parks and in residential areas.
- Designated recreational walking routes.

2.11.4 Other Stakeholders

Community Groups

Wye River & Separation Creek

Key issues for supporting walking & cycling:

- The location and terrain of the area is the biggest incentive and barrier for walking and cycling.
- Cycling is almost impossible in the townships unless you're extremely fit.
- Most cycling takes place on the Great Ocean Road.
- Walking is the best way to see and get around Wye River & Separation Creek.

Key objectives for the Strategy to address:

- The Strategy should focus on safety and accessibility - The road shoulders within Wye and Sep need upgrading to better facilitate pedestrians.
- The Strategy should address the significant increase in population during the summer period.

Local projects and initiatives to consider:

- Upgrading of Paddy's Path , connecting Wye River & Separation Creek: Paddy's Path is the only safe access between Wye and Sep but is currently just a gravel track and subject to frequent landslip. During the peak summer season, pedestrians often walk along the edges of the Great Ocean Road between Wye River & Separation Creek, which is extremely dangerous given the volume of traffic and lack of familiarity with the area.
- Constructing a walking track from the end of Dunoon Rd through 3 Council Recreation Reserve blocks down to Paddy's Path: Currently for the Eastern half of Wye River, the only way down to the beach and shop/pub is down The Boulevard, which is heavily used during the peak summer period.
- Constructing a 'bridge' over a small gully at the intersection of The Boulevard and Koonya St into Harrington Park to allow safe pedestrian access through the park, down to the beach: There have been numerous near misses over the years as pedestrians, mums with prams, kids, dogs, bike riders and cars compete for space.

Community Groups

Cressy and District Action Group

Key issues for supporting walking & cycling:

- Walking and cycling is essential in helping to keep people healthy: better and more footpaths would support healthier lifestyles.
- We need safe footpaths, separate from the road.
- Footpaths need to connect residential areas with the main street.

Community Groups

Lavers Hill Progress and District Association

Key issues for supporting walking & cycling:

- Participation in walking and cycling is limited in Lavers Hill by the lack of provision for safe walking or cycling.
- There are five houses on the Lavers Hill - Cobden Road ("Cobden Road") but there are no footpaths, only a grass verge, which often gets wet and slippery with heavy rainfall.
- College Drive is a small side road to Great Ocean Road, providing access to the Lavers Hill School, the church and two houses. It has a concrete footpath which is in good condition but the landscaping is considered unsuitable as rainwater from Great Ocean Road is directed across the lowest point of the footpath. This means that for most of the year this section of the footpath is inundated, with a layer of mud underneath. Maintenance only takes place when a complaint is lodged with Council.
- The speed limit through town is too high (60 km/h)
- The road surface is in terrible condition.
- In town there is a good footpath on one side of the road but there are no provisions beyond the school.
- There are no safe points to cross the Great Ocean Road.
- No thought has been given or provision made for walkers or cyclists west of the school: The speed limit is 80 km/h and there are only patches of roadside to walk on; It is incredibly dangerous for walkers - in some parts there is a very steep embankment with vegetation forcing people to walk on the road.
- Lavers Hill and District Progress Association would like the following done to encourage, facilitate and make safe walking and cycling in Lavers Hill:

Local projects and initiatives to consider:

- Improve landscaping and drainage around the footpath in College Drive Lavers Hill.
- The speed limit through Lavers Hill Township should be lowered to 50 km/h.
- The Great Ocean Road surface needs to be re-laid.
- A safe crossing place to access the tennis court, hall and roadhouse.
- Bicycle lanes in both directions along the Great Ocean Road through the town.
- There should be a shared path from the school to Melba Gully Road.
- A shared path from Lavers Hill Township to Melba Gully road would make a great tourist attraction, as well as providing a fun experience for local residents. It would be a great addition to the Old Beechy Rail Trail, with a section of the original rail visible along the path, and some other historic rail infrastructure just to the side of the path.
- The school have expressed an interest in the creation of a track across School land to the school's rear boundary with Cobden Road.

The priorities should be:

- Lowering the speed limit in town to 50 km/h.
- Building the shared path from the Lavers Hill school to the Melba Gully Road turn off.

Government Agencies

Key issues for supporting walking and cycling:

- Lack of appropriate facilities for on and off-road cycling.
- Conflict with vehicles and conflict with other trail users.
- Lack of awareness of the benefits of cycling/walking.

Key objectives the Strategy should address:

- Quantifying the benefits of active transport.
- Developing facilities and programs using universal design principles.

Advocacy

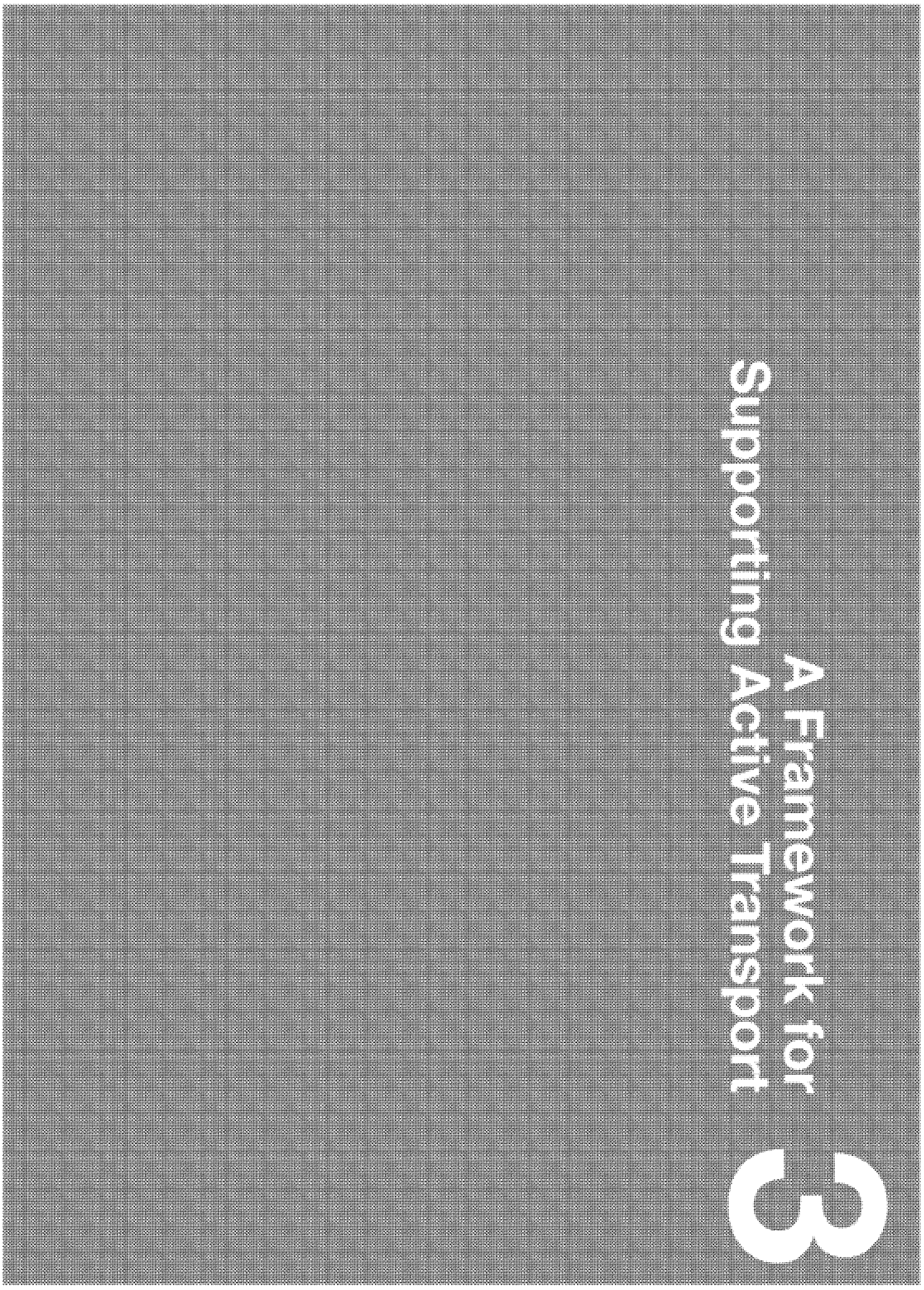
No direct submissions were received

2.12 SWOT analysis of the current active transport environment

The following analysis is based on the outcomes presented in the previous sections.

Table 3: SWOT analysis

	PHYSICAL ENVIRONMENT	SOCIAL FACTORS	POLICY AND REGULATION	INTRAPERSONAL FACTORS
STRENGTHS	• The topographies within the main and small towns are relatively flat, supporting trips by walking and cycling. • The majority of key destinations are within 1-2 km catchment of most residential areas, supporting short local trips by walking and cycling. • Within the main towns (Colac and Apollo Bay) there are relatively well developed walking and cycling facilities, providing a good foundation to create a connected, safe and attractive network of facilities.	• Many of the towns across the Shire benefit from close knit communities where residents are actively involved in various groups and activities.	• There is strong national and state policy context for active transport, further strengthened by recent work of the Major Cities Unit. • There are several existing plans and strategies which include proposals for enhancing walking and cycling infrastructure, including developing more attractive and people-oriented streets.	• Most existing walkers and cyclists are regular participants, and most have been active for more than 10 years.
WEAKNESSES	• In the main towns (Colac and Apollo Bay) bicycle lanes are rarely connected and there are almost no provisions at intersections. • There are very limited end-of-trip facilities for cyclists across all towns. • Most main streets across all towns carry large trucks creating an intimidating environment for walking and cycling. • Poor provision for cyclists at intersections reduces the safety and attractiveness of cycling • No wayfinding Strategy in place across the Shire creates an illegible network, and prohibits the uptake of walking and cycling. • Many of the smaller townships have little or no footpaths, nor facilities to cross high speed roads. • The distances and environments between towns limits the attractiveness of walking and cycling.	• A very poor level of awareness of cyclists on the road, evidenced by the high perception that cycling is unsafe when sharing the road with motorised traffic. • A lack of acceptance of walking and cycling as a viable, safe and attractive form of travel for local and longer trips as evidenced by the low overall mode share for trips by active transport modes. • The high proportion of people who currently experience transport limitations may perceive car ownership and use as a more attractive mobility option even when walking and cycling could be viable for some trips. • High levels of obesity and chronic heart disease partly attributable to low levels of physical activity.	• Many of the smaller towns have 60 km/h speed limits on their main streets, creating an unsafe and unattractive environment for walking and cycling. • Many existing bicycle lanes in the main towns are used for car parking. • Permitting cars to enter Botanic Gardens sends a clear message to the community that the car is king and welcomed, given the abundance of free car parking within metres of the Gardens – there is no rationale for allowing people to take cars into the Gardens – this area should be a sanctuary for people to walk and young children to play without any need to worry about motorised traffic.	• Low perception of safety, particularly when sharing the road with motorised traffic. • Lack of knowledge to plan a route by bicycle or navigate roads/ street. • Lack of self-efficacy to share the road with motorised traffic. • High value placed on car ownership and use among the community. • Walking and cycling are not perceived as convenient or practical, even among regular participants. • Most walking and cycling trips are for recreation rather than utility purposes, and most activity takes place on the weekend.
OPPORTUNITIES	• Within Colac there are significant opportunities to connect the Old Beechy Rail Trail with the Botanic Gardens using Gellibrand Street as a redefined space where pedestrians and cyclists are prioritised. • The considerable width of most streets in most towns provides opportunities for retrofitting pedestrian and bicycle facilities. • The considerable width of most streets in most towns provide opportunities for enhanced streetscapes (through for example, landscaping and road narrowing) to create stimulating safe and attractive environments for people to walk and cycle.	• Building on the participation of local schools in a range of programs to increase physical activity among children aged 4-13 years. • The above average levels of walking and cycling for the journey to work provide a foundation for greater levels of participation in walking and cycling in the Shire.	• The coordination of walking and cycling projects in the Shire through a combination of Council officers and external stakeholders creates a platform for more effective delivery of actions arising from the Strategy. • The recent increase in penalties resulting from a parliamentary inquiry into car doorings, presents an opportunity to create a cycling environment that is more socially and physically supportive, where motorists will also see the value from a personal perspective of being more aware of the presence of cyclists on the street. • The delivery of walking and cycling projects can often be achieved through other projects (e.g. streetscape schemes, road safety projects and development control.	• Existing programs (e.g. Transport Connections) provide a basis for integrating walking and cycling related behavioural programs. • Most existing walkers and cyclists travel distances of between 2 and 5 km, suggesting there is potential to encourage short local trips by active transport.
THREATS	• The continued low-density development of towns, particularly the main towns, will reduce the attractiveness of walking and cycling as journeys to local destinations will become longer in distance.	• The perception that cycling is associated with low socio-economic standing or students who cannot afford to purchase a car • Not addressing the perceived illegitimacy of cycling as a road user. • The growing levels of obesity and chronic heart disease from low levels of physical activity will require a holistic approach beyond the outcomes of an active transport Strategy. As such, key stakeholders must work in a cooperative and coordinated manner to achieve results.	• Although Council is now taking a more holistic approach to walking and cycling across the Shire, unless formal processes and policies are put in place for accountability then it will be difficult to achieve good outcomes.	• Not designing and delivering behavioural and promotional programs and activities that are contextually aligned with the needs of the wider community.


3
A Framework for
Supporting Active Transport

3. A Framework for Supporting Active Transport

3.1 Introduction

This chapter presents the framework for enabling and motivating greater levels of participation in walking and cycling in the Shire. The framework sets out the basis for the selection of actions to create a more supportive environment for active transport.

An incremental approach is proposed, where the community can gradually increase their participation in walking and cycling by replacing some of the local trips they normally make by car.

3.2 Behaviour change frameworks

The development of the Strategy has been based on a behavioural change framework, as opposed to a traditional engineering approach. Human behaviour is determined not by any one single factor (e.g. infrastructure) but rather by an environment of multiple influencing factors. The benefit of using a behavioural change framework is manifest in the broader consideration of the 'user system' that influences people's behaviour.

Addressing the "user system"

Strategies to support more people to participate in walking and cycling need to address the "system" in which these decisions are made and where travel patterns are formed.

The user system comprises:

- **Intrapersonal factors** – these are factors which are specific to us as individuals (e.g. our self confidence in our ability to ride a bicycle).
- **Social factors** – these factors which are specific to societies (e.g. the influence of friends, family and colleagues).
- **Policy and regulation** – refers to the influence of wider government policy and enforcement of regulation (e.g. policy strongly supportive of active transport).
- **Physical environment** – this is both the built and natural environment (e.g. walking and cycling facilities).

Adopting a behavioural model

This Strategy adopts a behavioural model consisting of motivating factors and enabling factors. For a group of actors (in this case, the residents of the Shire, and to a lesser extent residents of adjoining municipalities) to adopt a particular behaviour (i.e. more cycling, more often, for all journey purposes) both factors need to be active in their lives.

The model comprises:

- **Motivating factors:** are intrinsic desires, connected to peoples' identities that attract them to certain behaviours.
- **Enabling factors:** are changes to:
  - Peoples' environments (both social and physical); and
  - Their self-efficacy that lowers the perceived risks of adopting.

3.3 Cultural change for cycling

Cycling across Australia is widely considered to be a sporting activity, with a strong association with road racing and recreational pursuits (e.g. mountain biking). This perception was strengthened in 2011, when Melbourne was officially recognised as a world sports-cycling city by the Union Cycliste Internationale - the world governing body for sports cycling - only the second nominated city in the world, after Copenhagen in 2007. Melbourne is not recognised as a leading world city for everyday cycling. A clear distinction has to be made between sports cycling and cycling for everyday purposes (i.e. for journeys to work, education, shopping and social purposes). The aim of Cycling Strategies at a local government level is to support everyday cycling for transport.

In cities around the world where a strong cycling culture exists, cycling is an everyday activity undertaken by the majority of people, regardless of age, gender or social standing. As a result, there is greater respect among all road users. Motorists and cyclists share an understanding of each other's needs. In cities across the world with high levels of cycling for everyday journeys, policy has sought to make cycling the most attractive form of transport for short trips.

The Strategy therefore focuses on supporting cycling in the community as an everyday or normalised activity, to make short local trips, primarily focused on accessing activity centres, education, green open space and rail stations.

3.4 Incremental change

Small x Many = Big

Incremental change has two key benefits:

1. Small changes are usually perceived to have a lower risk attached to them and are therefore more likely to be adopted; and
2. Small changes made by many people produce a larger change overall in the longer term

Change efforts, particularly where people associate a high perception of risk with the proposed change have a high record of failure, especially when they are pitched as all-or-nothing endeavours. However, when changes are proposed on an incremental basis, where people can trial the change first in safe and familiar environment (e.g. their local community), the perception of risk is greatly reduced and the more likely they are to be adopted.

On this basis, it is appropriate to promote walking and cycling for short local trips and longer recreational trips, especially among people who lack the confidence and self-efficacy to ride in certain conditions (e.g. in peak traffic, sharing the road with motorised traffic).

3.5 Design principles

The provision of a safe, connected, legible and attractive network of bicycle routes, supported by appropriate end-of-trip facilities, is a critical element of an environment where cycling is an intuitive choice for short local trips. The following section presents the framework for the design, development, planning and prioritisation of bicycle infrastructure proposals in the Strategy. The design principles adopted here are consistent with state, federal and international best practice.

International design principles for cycling

The following design principles are well-established across the world for the design of bicycle networks:

Convenience

- Cycling routes must be perceived as convenient, offering journeys which are convenient as or more so than alternative modes and routes.
- Routes should connect trip origins and destinations.
- Routes should be unimpeded by unnecessary street furniture, inconvenient (but avoidable) grades or detours.

Accessibility

- Routes should link trip origins and destinations.
- Routes should be continuous and coherent, and clearly legible to a novice user (including providing for wayfinding signage and maps where necessary).
- Provision should be provided to cross busy roads and other barriers while minimising delay and maximising safety.
- Provision should be provided in and through areas otherwise inaccessible to motor vehicles (such as parks), taking due consideration of pedestrians.

Safety

- Facilities should be perceived to be safe as well as offering real safety benefits. These safety benefits need take into account the relative risk of design alternatives and the baseline situation, as well as the different cyclist groups likely to be attracted to a route.
- Traffic volumes and speeds should be reduced where cyclists and vehicles share road space, ideally to around 30 km/h.
- Reallocation of road space to cyclists should be considered, particularly at potential conflict points (particularly intersections). Both physical (infrastructure) and temporal (traffic signals) separation should be considered.
- Sightlines, surface quality and vegetation should not present a hazard to the widely varying types of riders likely to use a facility.

Comfort

- Infrastructure should cater for the breadth of the community (see 8-80 rule).
- Feelings of comfort will be influenced both by physical conditions (e.g. width, gradient and surface quality) and by perceptions of safety. Dealing with the latter through the provision of high quality, often segregated, and infrastructure is critical.

Attractiveness

- Aesthetics are important: the look and feel of cycling infrastructure and adjoining land uses (such as parks) will influence feelings of comfort and personal safety.
- In context the use of high quality materials that are also functional make cycling facilities attractive for both riders and the community more generally.
- Maintenance will influence attractiveness (as well as safety). Maintaining a high quality pavement clear of debris such as gravel and glass makes for more attractive cycling infrastructure.

Australian Urban Design Protocol

The following principles from the Australian Urban Design Protocol provide an holistic approach for designing environments that support walking and cycling:

It prioritises people walking or riding before vehicles

- Are pedestrians and bicycles given first priority on the streets, followed public transport, then the movement of goods, and finally cars?
- Is it convenient for pedestrians and bicycles to use and cross roads safely and with ease?
- Are there direct and continuous walking and bicycling routes between key local places?

It is easy to get around on foot, bike, wheelchair, pushing a pram or wheeling luggage

- Is it easy to find your way around the neighbourhood when walking or bicycling?
- Are footpaths and crossovers suitable for a range of people and abilities?
- Are there bicycle-only paths that are clearly marked and separated from footpaths and roads?

Buildings and streets feel like they're the right size and type for that place

- Are street networks designed to encourage walking between places?
- Are building types and uses appropriate for their location?
- Are the building scales appropriate for that location?

It encourages physical activity and social interaction, and promotes a healthy lifestyle

- Is it convenient to walk or ride to local facilities and public transport, reducing the need to drive?
- Are facilities provided for outdoor activity?
- Is there a variety of outdoor recreation areas within walking distance (500m[1]) of homes and work places?
- Are trees and plants located along streets and paths, to provide shade, comfort and visual interest?
- Are there scenic walking and bicycling routes through parks and bushland or along rivers, lakes and sea shores?

Existing Design Guidelines

The design of walking and cycling facilities should also reference existing Colac Otway Shire Council guidelines, including but not limited to the Infrastructure Design Manual.

3.6 Prioritisation process

In order to determine the priority of infrastructure-related action a Weighted Criteria Scoring System has been developed. This scoring system has been based on the *How to Prepare a Pedestrian Access and Mobility Plan* (NSW RTA[2], 2002).

The Weighted Criteria Scoring System is based on four categories, as follows:

(A) Land use

For walking and cycling to be viable, practical and attractive ways to access key destinations, facilities must connect people where they live with key local destinations.

Under the category of land-use there are 3 criteria, as follows:

- Access to key land-uses – higher scores are awarded to facility proposals that serve main commercial areas/street, schools, rail stations and green open space (passive and active) land-uses;
- Proximity to key land-uses – higher scores are awarded to facility proposals that are directly adjacent to the key land-uses above those that require connection via designated routes; and
- Proposed future land-use development – higher scores are awarded to facility proposals that support future land-use development.

(B) Traffic impact

Infrastructure is often most needed where the impact from motorised traffic is greatest. Therefore higher points are awarded for facility proposals on heavier trafficked routes.

(C) Safety

Safety (both perceived and actual) is a core principle for the design of active transport facilities and for enabling and attracting people to walk and cycle. Under this category there are 2 main criteria, as follows:

- Identified crash hotspots from Crash Stats – higher scores are awarded to facility proposals with the potential to address locations of quantified safety issues; and
- Identified hazardous locations through consultation - higher scores are awarded to facility proposals with the potential to address locations of safety concern as identified through consultation with the community.

(D) Continuity of routes

This category provides another level of detail to categories (A) and (C), in terms of connection and access to land uses. The importance of connectivity is that is addresses the value of a bicycle infrastructure on the basis of whether or not it is completing a "missing link" in an existing local or strategic bicycle route

The weighted criteria scoring system and outcomes are presented in Appendix C.

Each facility proposal is scored against the same criteria, and then assigned a High, Medium or Low priority as follows:

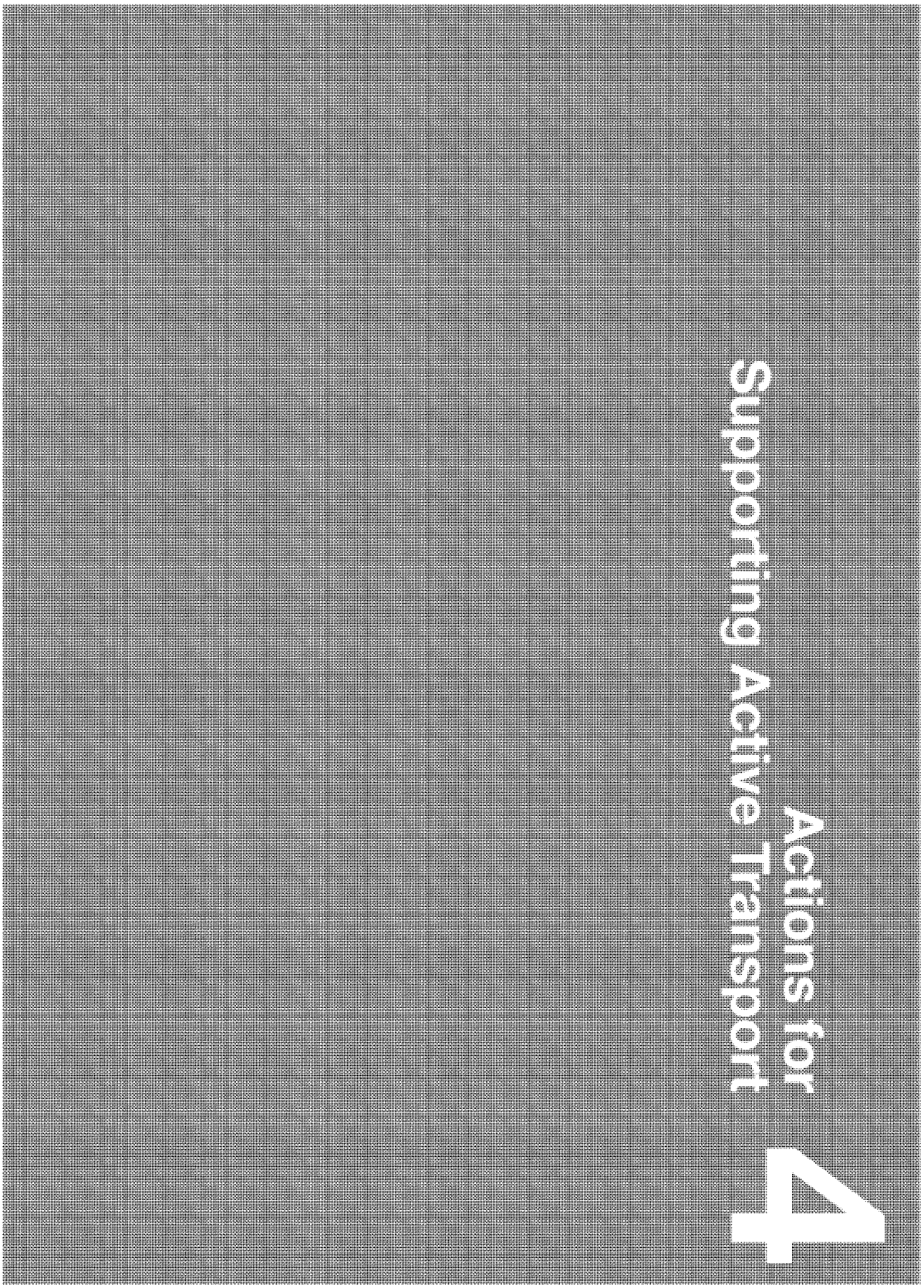
Table 4: Severity of crashes in the Colac Otway Municipality

PRIORITY	FROM	TO
High	56	112
Medium	36	55
Low	0	35

Facility proposals for walking and cycling are assessed separately.

[1] Colac Otway Shire Council Open Space Strategy recommends 400m.

[2] Now referred to as the RMS (Roads and Marine Services in New South Wales)


4
Actions for
Supporting Active Transport

4. Actions for Supporting Active Transport

4.1 Introduction

This chapter presents the recommended actions to create an environment in the Shire that is supportive of walking and cycling.

Actions are categorised as follows:

- **Infrastructural:** covering active transport facilities (e.g. bicycle lanes, footpaths and wayfinding).
- **Behavioural:** covering behaviour change programs.
- **Policy and Regulation:** covering land-use planning, enforcement and speed limits.
- **Promotional:** covering the marketing of active transport.
- **Leadership:** covering the role of the Shire Council as role models and leaders in active transport.

Each action is subject to detailed investigation and design. Infrastructural actions have been subjected to a high-level "ground truthing" assessment and the outcomes have been factored into the prioritisation of these actions.

4.2 Infrastructural Actions

4.2.1 Introduction

The following section presents a range of actions to enhance the existing walking and cycling networks in the main and small towns of the Shire.

The network maps combine proposals from existing plans and strategies, and new proposals developed in the preparation of the Strategy. Footpaths and bicycle lanes (on-road and off-road) are presented in a consolidated format, as 'existing' and 'proposed'. Where appropriate, annotations have been provided on maps to illustrate the concept behind the proposals.

Walking and cycling facilities at intersections (including mid-block crossings) are presented as 'typical designs' based on appropriate standards and guidelines, namely Austroads Guide to Road Design; Guide to Traffic Management; Guide to Road Safety; and VicRoads Cycle Notes.

In addition, careful consideration has been given to international best practice to provide a range of design concepts for specific walking and cycling facilities and streetscape schemes. Some of these concepts have been transposed for specific locations in towns across the Shire. These visuals are intended to be conceptual only and are not exact representations of appropriate designs.

General guidance is provided on end-of-trip facilities for cycling and wayfinding for both walking and cycling. Although the development of a wayfinding Strategy for the Shire is beyond the scope of an Active Transport Strategy, general guidance has been provided.

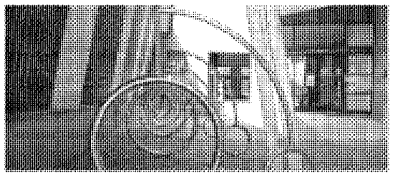
4.2.2 End-of-trip facilities

This section presents the key actions to enhance the end-of-trip experience when people arrive at their destination by bicycle.

Proposed Actions

- **(I-1)** Provide appropriate short-stay bicycle parking rails in shopping strips – liaise with local businesses to identify appropriate locations and to minimise impact on the operation of the street (particularly to avoid creating clutter that creates a barrier for people with visual and physical impairments).
- **(I-2)** Develop a business case for installing long-stay bicycle parking facilities at all rail stations, working closely with VicTrack to determine appropriate locations.
- **(I-3)** Work with local leisure and recreation facilities to develop short and long term plans to address immediate and future bicycle parking needs.
- **(I-4)** Work with local primary schools (through the Ride 2 School program) to develop short and long term plans to address immediate and future bicycle parking needs – also refer to 'School Travel Program' in section 4.3.3.
- **(I-5)** Run a design competition to create artistic bicycle parking racks that represent the local culture (indigenous and/or modern).
- **(I-6)** Run an EOI for the provision of Parklets on the main streets of Apollo Bay and Colac. Parklets are a low cost way to soften the feel of a street and provide additional space for people to sit, eat and enjoy the street environment. They increase the allocation of space for people and can be provided in proximity to cafes and restaurants to support local businesses. Furthermore, they provide additional bicycle parking in locations of high demand.

Long Stay Bicycle Parking



Short Stay Bicycle Parking

4.2.3 Wayfinding and signage

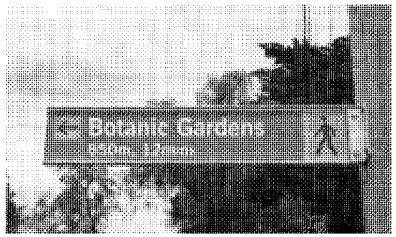
In Victoria the design of bicycle wayfinding and signage is guided by VicRoads Cycle Note 11, and further guidance is provided in the Guide to Traffic Management – Part 10: Traffic Control and Communication Devices (Austroads 2009e) and AS 1742.2:2009 and AS 1742.9:2000.

More recently the Victorian Department of Transport released *You are here: a guide to developing pedestrian wayfinding* (2011), which also notes "'Finger-pointer' signs at street-sign level are easier for cyclists to read as they pass quickly, whereas complex information boards at street level are of little or no use. Distance to travel and the time it takes to read a destination are likely to interest cyclists."

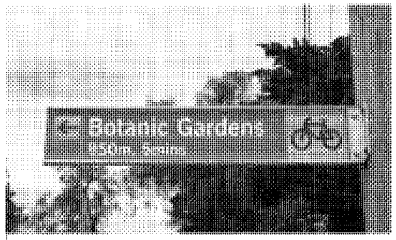
While a detailed wayfinding strategy was beyond the scope of this Strategy, the actions proposed are intended to provide the basis for such work.

Proposed Actions

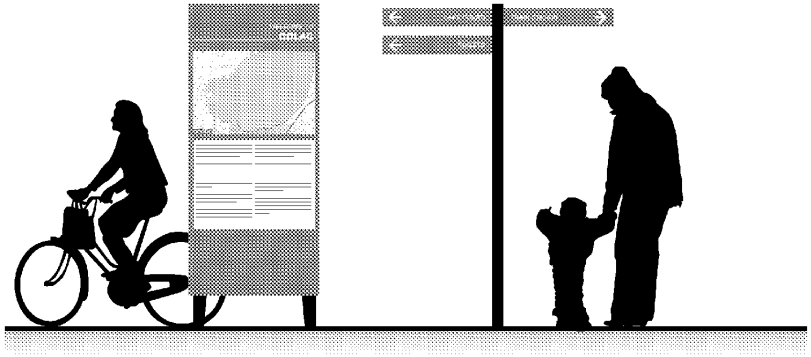
- **(I-7)** Develop an integrated walking and cycling wayfinding Strategy for Colac and Apollo Bay (see also 'Walking Promotion Program' in section 4.3.3), to include destination, directional and informational signage – see example shown opposite.
- **(I-8)** Develop a trails wayfinding Strategy to incorporate mountain bike trails.



Mock-up of Pedestrian Wayfinding (Directional Signage)



Mock-up of Bicycle Wayfinding (Directional Signage)



Colac

Walking Network

The map opposite presents the existing and proposed walking network for Colac.

The footpath improvements in Colac are primarily based on the Colac-Elliminyt Commuter Footpath Strategy 2012 and the Colac CBD and Entrances Study 2012. This considerable body of work has made recommendations for enhanced footpaths, greater priority at roundabouts and mid-block crossings.

These proposals have been complemented in this Strategy with actions principally relating to wayfinding and streetscape improvement projects.

Furthermore, a range of design concepts are proposed (based on global best practice) to inform the development of the network.

Pedestrian Design Concepts

Concept for enhanced pedestrian access and priority on side street crossings

Concept for completing missing links in pedestrian network

Concept for enhanced pedestrian access and priority at mid-block crossings

COUNTDOWN TIMERS

Dublin, Ireland

- Countdown timers at signalised crossings improve comfort for pedestrians and would be most appropriate for Murray Street.

MID-BLOCK CROSSINGS

Copenhagen, Denmark

- Mid-block crossings are an effective method of enhancing the permeability of the town for pedestrians, particularly on Murray Street.

GREEN STREETS

Portland, Oregon, USA

- Green Street schemes are an effective way to introduce sustainable urban drainage and improve the attractiveness of the street.

STREET NARROWING

Portland, Oregon, USA

- Narrowing streets helps to both improve pedestrian access by reducing crossing distances and provide space for landscaping.

SHARED SPACE

Auckland, New Zealand

- The introduction of shared space on Gaillbrand Street adjacent to Memorial Square was a recommendation from the Colac CBD and Entrances Study 2012, which is also supported in this Strategy. New streetscapes like shared space require a public awareness campaign to educate the community on how they are used.

SIDE STREET CROSSINGS

South Yarra, Victoria, Australia

- There are several methods of removing footpath interruptions for pedestrians including the use of raised entry treatments to zebra crossings. Colac would benefit from the widespread application of such treatments particularly in areas of high pedestrian activity (e.g. Murray Street and Gaillbrand Street).

PARKLETS

Long Beach,California, USA

- Parklets are an effective way to soften streetscapes dominated by concrete and asphalt while increasing space allocated to pedestrians.

STREETS FOR PEOPLE

Viana de Castello, Portugal

- A general concept, particularly relevant for main streets, is to design the streetscape in favour of pedestrians rather than motorised traffic.

London, UK

Cambridge, Massachusetts, USA

CONTINENTAL CROSSINGS

Chester, UK

- Courtesy crossings can help improve pedestrian access and increase driver awareness of high pedestrian activity areas.

WAYFINDING

Dublin, Ireland

- Wayfinding is a critical element in the overall level of legibility of places - the development of a wayfinding Strategy is a key proposal of this Strategy.

1 Colac

Cycling Network

The proposals for enhancing the existing bicycle network in Colac are a combination of recommendations from other Council plans and strategies, the outcomes of public consultation and the outcomes of internal workshops on network planning.

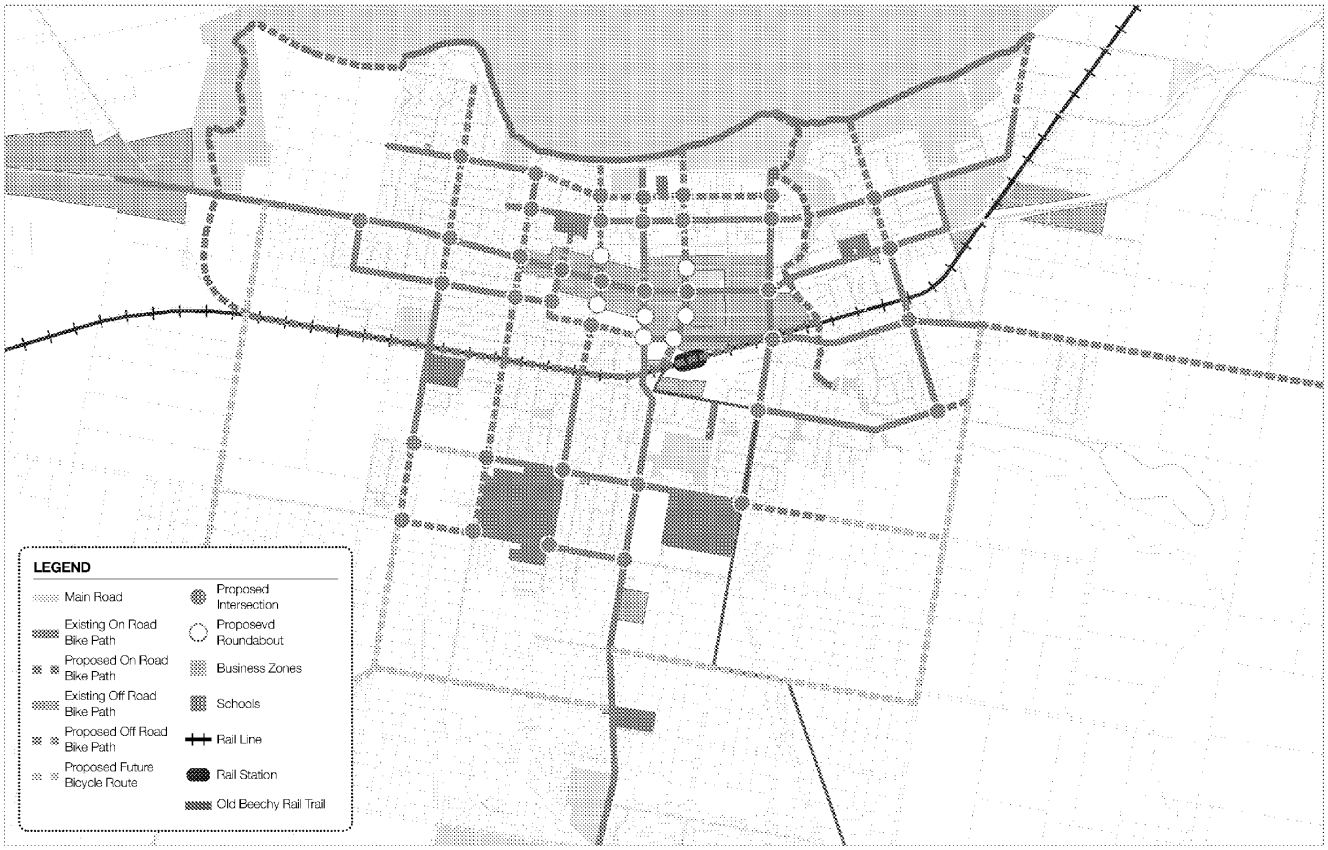
The proposals presented on the map shown opposite have been selected on the following basis:

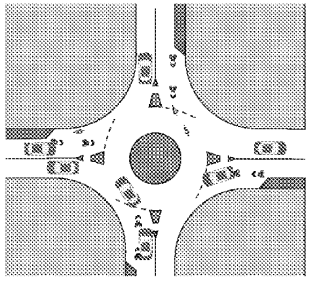
- The creation of an east-west spine along Murray Street with an alternative lower trafficked routes running parallel providing access to the main shopping area.
- The creation of south-north spine running along Gravesend St and Gellibrand St to Botanic Gardens - providing access to a number of schools and the CBD.
- Completing gaps in existing routes to enhance connectivity.
- Improving the transition between bicycle lanes and intersections.
- Several future schemes have been shown but are not included in the implementation plan.

Details of each proposed link and route are presented in the implementation plan in section 5.5.

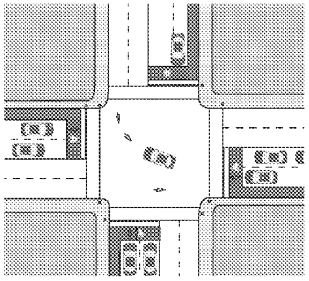
RAILWAY ST - GELLIBRAND ST CORRIDOR

The Colac CBD and Entrances Study proposed the creation of high quality streetscape scheme connecting the railway station with Memorial Square. The corridor was proposed as a priority route for pedestrians. In this Strategy, this proposal is taken a step further with the corridor extended to Botanic Gardens and incorporating cyclists as well as pedestrians. This will provide a connection between the Old Beechy Rail Trail and Botanic Gardens.



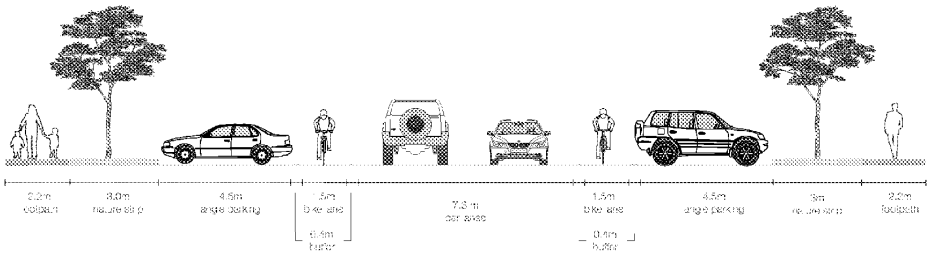


Advisory Treatment for Roundabouts



Intersection Facilities for Bicycles

Cross Section Layout for Exclusive Bicycle Lanes on Gellibrand Street



Bicycle Facility Design Concepts

Concept for bicycle facility enhancement on side streets

Concept for advisory treatment (using sharrows) at roundabouts

Concept for enhanced bicycle facilities at intersections

TRANSITION TREATMENTS FROM BICYCLE LANES TO INTERSECTIONS

Carlton, Victoria

- The use of advisory treatments to encourage cyclists to move into the centre of the road in advance of an intersection is an effective method of mitigating pinch points and conflict at the intersection. Sharrow bicycle symbol stencils are a relatively new, low cost and effective method of addressing this issue.

Preston, Victoria

Newcastle, NSW

BICYCLE FACILITIES AT INTERSECTIONS

Brunswick, Victoria

- Enhancing the delineation of bicycle lanes at busy intersections with multiple turning lanes provides greater protection for cyclists.

Hobart, Tasmania

- Pedestrian and cyclists crossing facilities for shared footpaths mitigates conflict.

Adelaide, SA

- Bike boxes at intersections enable cyclists to move into a high visible position for motorists.

BICYCLE PARKING

Malvern East, Victoria

- Long stay bicycle parking must be secure and is generally appropriate for railway stations.

Amsterdam, The Netherlands

- Long stay bicycle parking facilities can also be provided for medium to high density residential development.

Hobart, Tasmania

- Bicycle parking can also contribute to the attractiveness of the public realm through artistic design.

SIDE STREET TREATMENTS

Prahran, Victoria

- Green surface treatments on side streets enhance priority for and awareness of cyclists.

WAYFINDING

Delft, The Netherlands

- Wayfinding is a critical component of a bicycle network supporting legibility and connectivity.

SEPARATION

Maitland, NSW

- Separation from motorised traffic provides enhanced safety, especially on heavily trafficked and high speed roads.

Apollo Bay

Walking Network

The proposed enhancements of the walking network in Apollo Bay are based primarily on the Apollo Bay Footpath Strategy 2012.

In addition, a number of recommendations are presented here (shown in the map opposite) to enhance pedestrian access and priority at key intersections and on side streets crossings.

The upgrading / repair of the Coastal Path from Apollo Bay to Wild Dog Road and on to Skenes Creek is presented on the map opposite and is supported by the Strategy. However, this is a Coastal Committee Project, who will present details of the infrastructure improvement in due course.

A range of design concepts are presented to inform the development of these proposals - all proposals are subject to detailed investigation and design at the appropriate stage in the design process.

Pedestrian Design Concepts

Concept for the provision of a parklet on the main street in Apollo Bay

Concept for enhanced pedestrian access and priority at the intersection of the Great Ocean Rd and Nelson St

Concept for enhanced pedestrian access and priority through provision of additional mid-block crossings

SIDE STREET CROSSINGS

Cambridge, Massachusetts, USA

- Side street crossing priority is proposed for the main streets area of Apollo Bay to enhance access and priority for pedestrians.

PEDESTRIAN PRIORITY

San Diego, California, USA

- Pedestrian priority can be provided at intersections across the town for improved access and safety.

WAYFINDING

Barcelona, Catalonia, Spain

- Although Apollo Bay is relatively small, wayfinding would enhance the legibility of the town and direct pedestrians to more people-friendly routes and environments.

RAISED CROSSINGS

Washington DC, USA

- Raised crossings, both on side streets and for mid-block access, for better connection between the main street and the foreshore.

STREETS FOR PEOPLE

Malmo, Sweden

- The main street is currently heavily dominated by cars and lacks a sense of arrival into a high pedestrian activity area.

PARKLETS

Long Beach, California, USA

- Footpath crowding and car-dominated streets can be addressed with low-cost and effective installations like parklets.

Apollo Bay

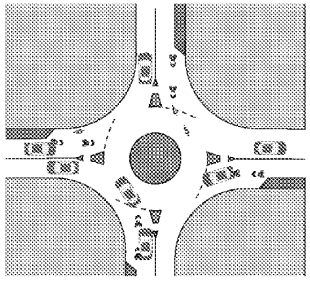
Cycling Network

The development of the local bicycle network has focused on provided east-west and north south connections with key destinations on low trafficked routes.

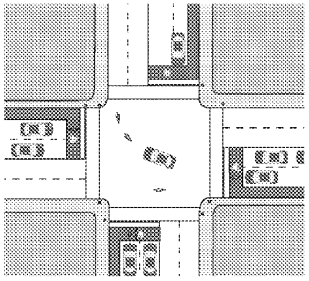
In addition, enhancements have been proposed for the existing bicycle facilities on the Great Ocean Road, along the main street and extending further west to connect with Nelson Street and the (upgraded) shared path running adjacent to the Great Ocean Road out to Marengo.

A significant number of intersection upgrades are proposed to enhance the safe provision for cyclists. Green surface treatments are also proposed on all side streets on existing and proposed bicycle lanes.

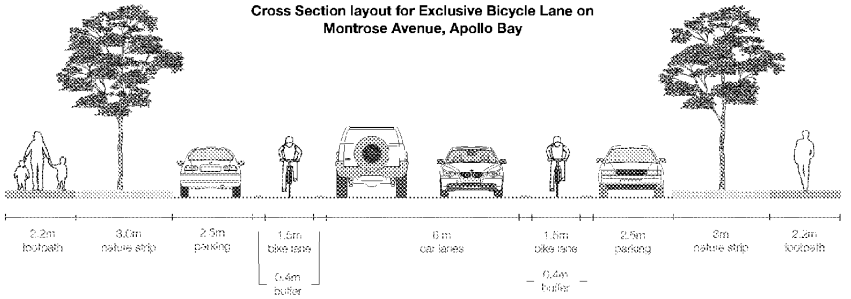
Further proposals include the provision of enhanced bicycle parking and wayfinding.



Advisory Treatment for Roadabouts



Intersection Facilities for Bicycles



Bicycle Design Concepts

Concept for enhanced exclusive bicycle lane on the Great Ocean Road

Concept for enhanced bicycle facilities through the main street of Apollo Bay

Concept for enhanced bicycle facility transition from bicycle lane to intersection

EXCLUSIVE BICYCLE LANES

Seville, Spain

- Many streets in Apollo Bay can support the provision of exclusive bicycle lanes.

BUFFER ZONES

Chicago, Illinois, USA

- The addition of buffers on both sides of exclusive bicycle lanes provide added safety and comfort for cyclists, helping mitigate car dooring.

INTERSECTION FACILITIES

Gold Coast, QLD

- The network in Apollo Bay currently lacks appropriate bicycle facilities at intersections, including side streets.

ADVISORY TREATMENTS

Newcastle, NSW

- Advisory treatments at roundabouts mitigate conflict created by pinch points where cyclists and motorists are forced together.

WAYFINDING

Delft, The Netherlands

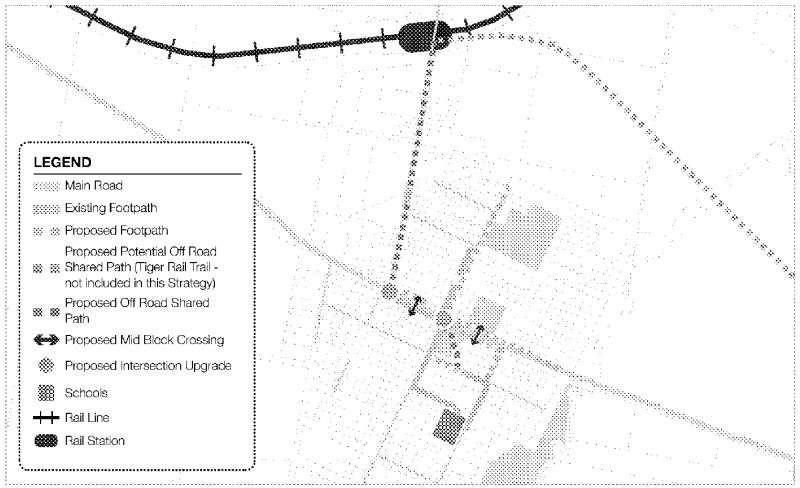
- Wayfinding is an important element of a bicycle network and should be integrated where possible with pedestrian wayfinding.

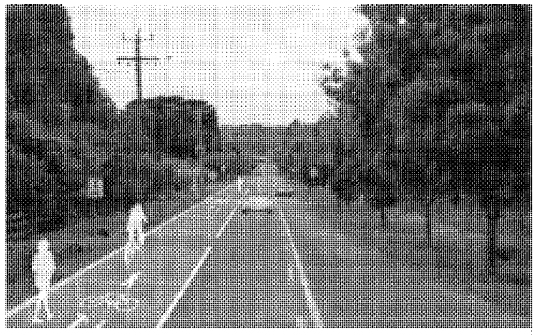
PARKING FACILITIES

Volusia County, Florida, USA

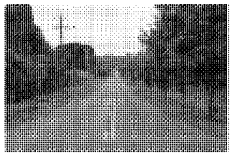
- Bicycle parking can be integrated into the streetscape as functional art.

Birregurra



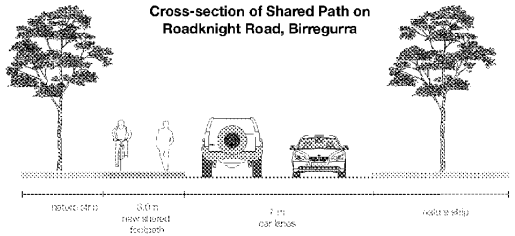


Concept for bi-directional shared footpath on Roadknight Road

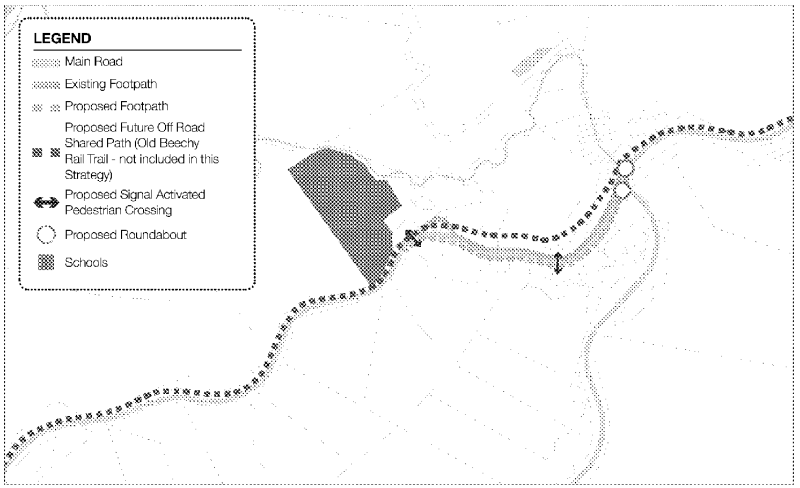


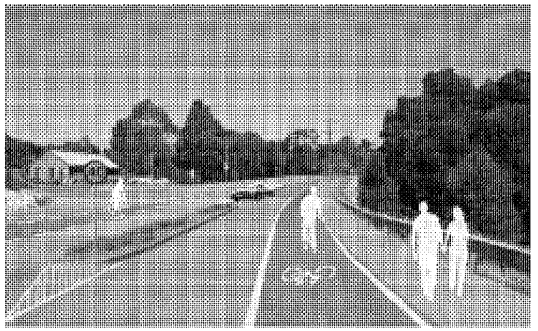
The key proposal for Birregurra is the provision of a shared footpath facility on Roadknight Road to provide safe access to the local railway station and the future Tiger Rail Trail.

Cross-section of Shared Path on Roadknight Road, Birregurra

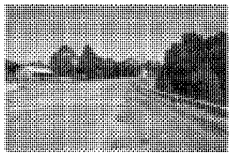


Lavers Hill



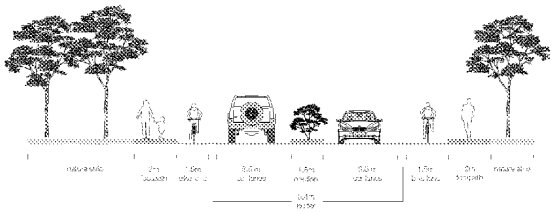


Concept for streetscape enhancement on the Great Ocean Road



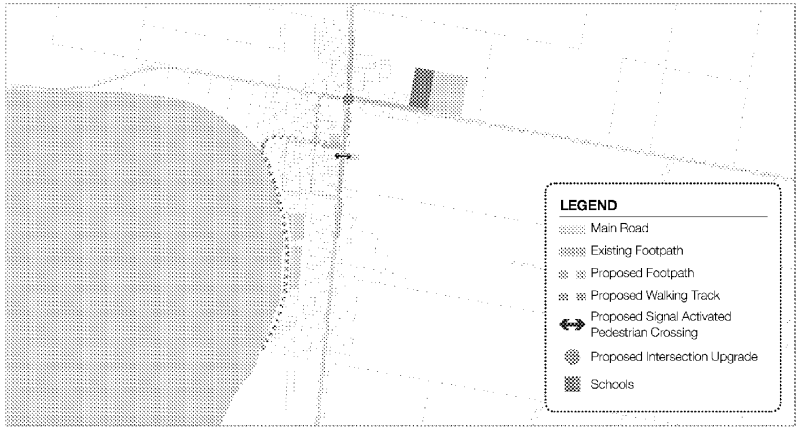
The opportunity exists in Lavers Hill to create a streetscape that reduces the dominance of the car, providing a safe and inviting environment for pedestrians and cyclists.

Cross-section layout for Great Ocean Road



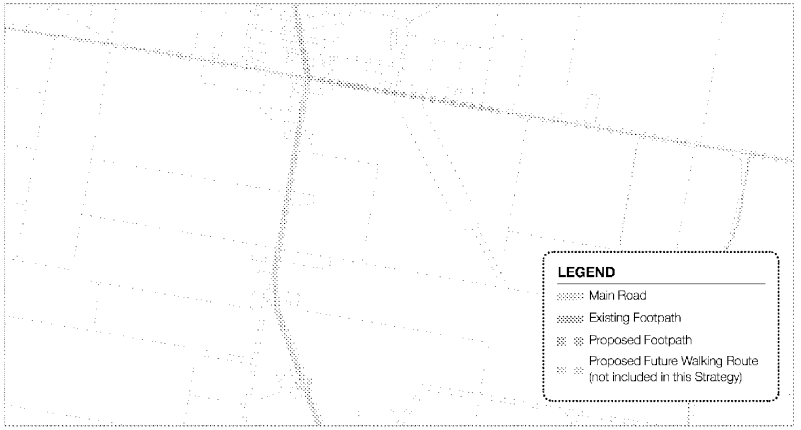
5 Beeac

Proposals for Beeac combine recommendations from the local masterplan and new actions to enhance access for pedestrians, including footpaths and two crossing facilities on the main road: one to enhance access to the local school, community centre and playing fields and the other for access to the reserve.



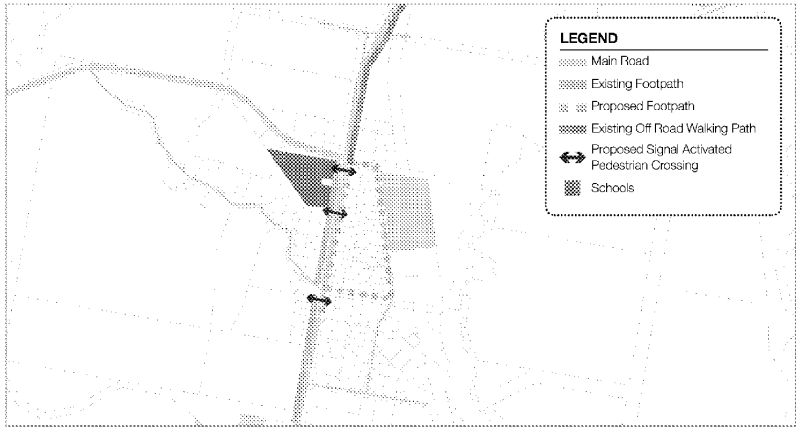
6 Cororooke & Coragulac

Key proposals focus on the provision of new footpath facilities to connect local residential land-uses with local shops. Furthermore, consideration is given to the provision of a connection with Colac. However, this connection is shown as an indicative future scheme.



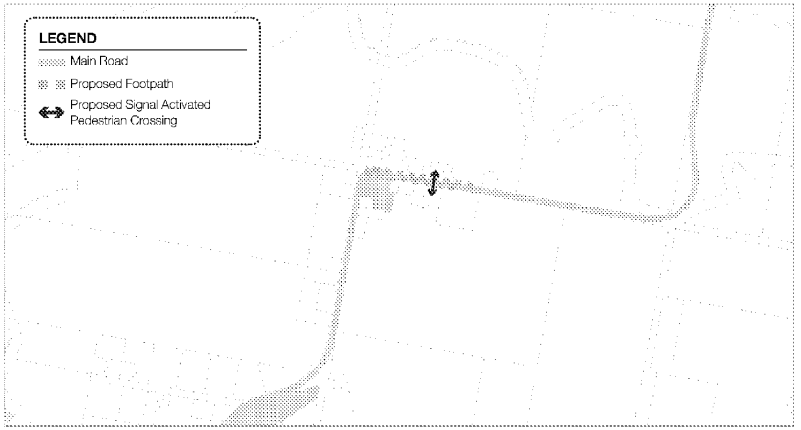
7 Forrest

Proposals for Forrest focus on the provision of enhanced pedestrian facilities on the main street, including a new footpath on the eastern side and crossings on either end of the main street to provide safe connections with the local shops and cafes. Additional footpath facilities are proposed for residential access.



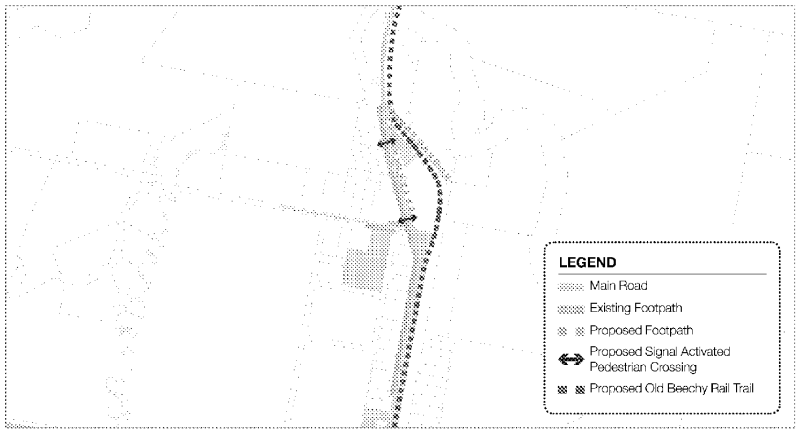
8 Barwon Downs

No additional proposals have been recommended for Barwon Downs outside those proposed in the local masterplan. These enhanced pedestrian facilities including new footpaths and a crossing facility are supported in this Strategy but not included in the implementation plan.



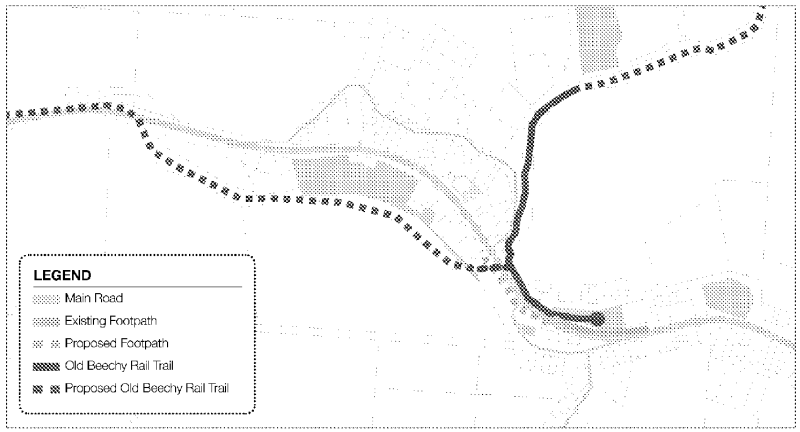
9 Gellibrand

Proposals for Gellibrand focus on the provision of pedestrian crossing facilities and the reduction in speed limit on the main street. Proposals from the current masterplan are acknowledged and supported in this Strategy but not included in the implementation plan.



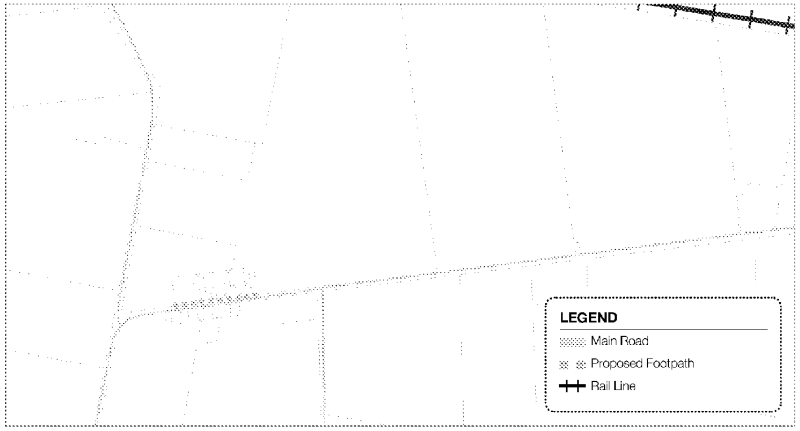
10 Beech Forest

Proposals for Beech Forest focus on the reduction in speed limit on the main street. The existing proposals for the completion of the Old Beechy Rail Trail are acknowledged and supported in this Strategy but not included in the implementation plan.



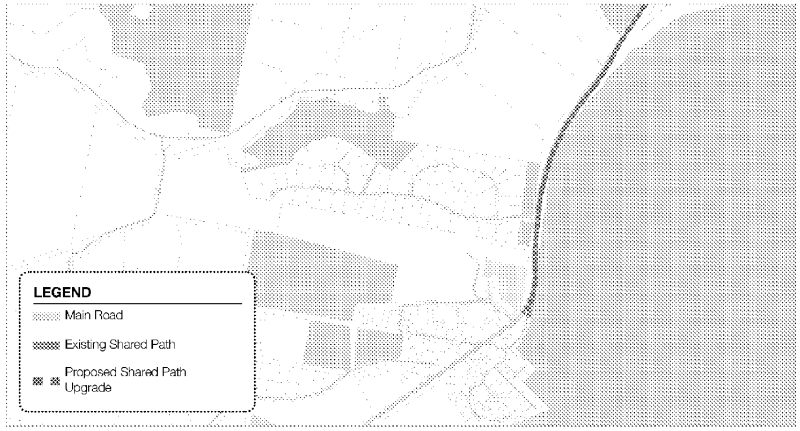
11 Swan Marsh

Proposals for Swan Marsh focus on the reduction in speed limit on the main street. Proposals from the current local masterplan are acknowledged and supported in this Strategy but not included in the implementation plan.



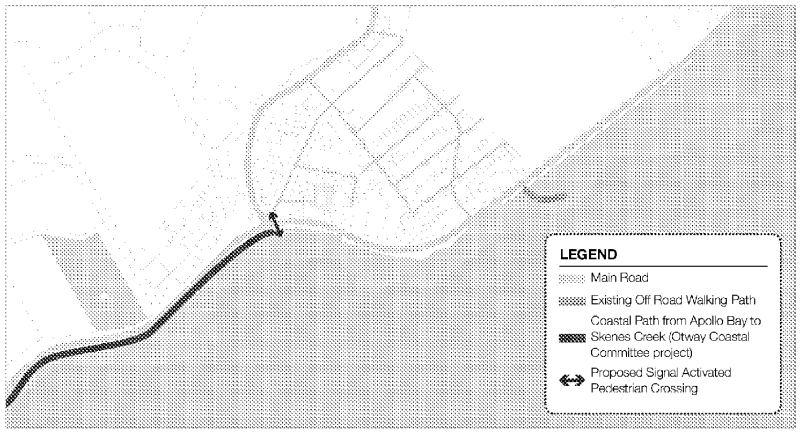
12 Marengo

Proposals for Marengo focus on the upgrade of the existing shared path connection with Apollo Bay, from a gravel track to a sealed path with formal shared path signage and surface markings.



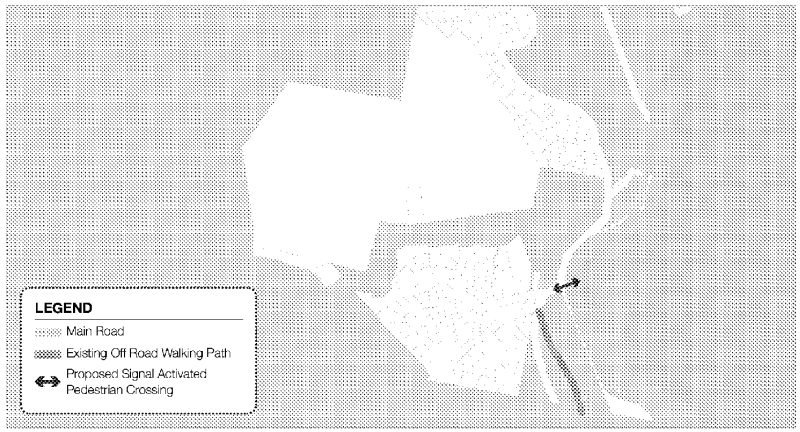
13 Skenes Creek

Proposals for Skenes Creek focus on the reduction of the speed limit on the Great Ocean Road.



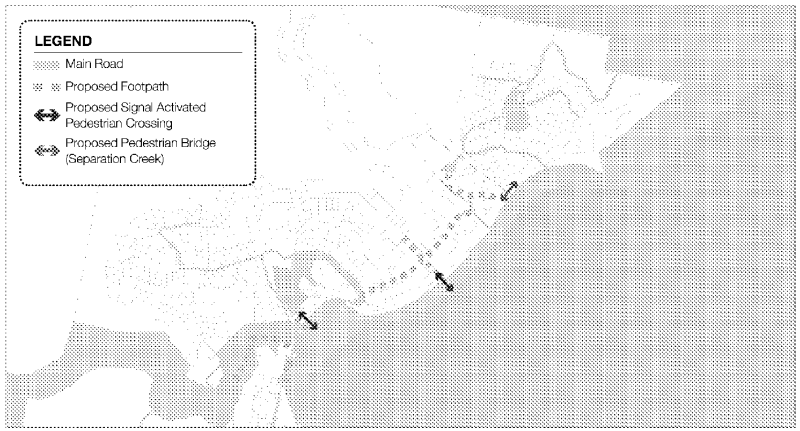
14 Kennett River

Proposals for Kennett River focus on the reduction of the speed limit on the Great Ocean Road and better connections with the foreshore.



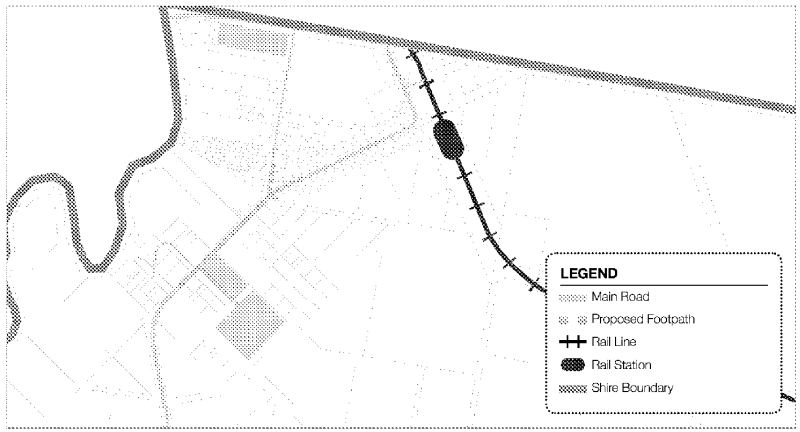
15 Wye River & Separation Creek

Proposals for Wye River and Separation Creek focus on the reduction of the speed limit on the Great Ocean Road, upgrading Paddy's Path and better connections with the foreshore. In addition, a new pedestrian footbridge has been proposed to provide better and safer connection across Separation Creek.



16 Cressy

Proposals for Cressy focus on the reduction of the speed limit on the main street and the provision of footpaths connecting the local shop with residential and recreational land-uses.



4.3 Behavioural Actions

4.3.1 Introduction

The following section presents a range of behavioural programs to address the following key barriers (and opportunities) to active transport in the Shire:

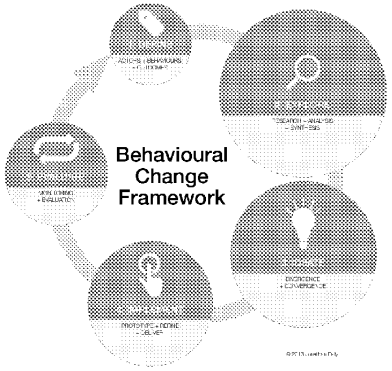
- The lack of confidence among the community to share the road with motorised traffic.
- The general lack of self-confidence among the community to ride and maintain a bicycle.
- The lack of awareness of, and care and attention given to, pedestrians and cyclists by motorists.

The programs are presented in the form of frameworks, based on the outcomes of the understanding of the local context. Each program will need to be designed using an appropriate behaviour change framework, as discussed in Section 4.3.2. Furthermore, it is unlikely that the Shire Council will have the capacity to deliver these programs without the collaboration of a range of key stakeholders. Some guidance has been provided on appropriate stakeholders, however, it is envisaged that appropriate delivery mechanisms and governance will be determined during the design process.

4.3.2 Designing behavioural programs

Behavioural change programs should follow a rigorous design process, in the same way that infrastructure does. The following framework presents a process for designing behavioural programs. This is non-linear in nature, as presented in the figure below.

Figure 16: Behavioural Change Framework



Depending on the nature of the behavioural issue, this design process can be completed relatively quickly or may entail more extensive time spent in the exploration or research phase.

1. Define

At the outset of the program design the following should be clearly defined:

- Whose behaviour is needed to change from the intervention (the actors – "audiences" are passive, they do not carry actions)
- What explicit behaviours are needed to change and which ones should replace them
- What overall key outcomes the program should deliver

2. Explore

The next step requires:

- Research, to understand the social-ecological context in which the program will be delivered (usually involving fieldwork)
- Analysis or organisation of the qualitative and quantitative data and information collected
- Synthesis of the analysed data to extract key patterns, themes and insights

From this process, the key enabling and motivating factors can be identified and the theory of change created.

3. Ideate

This step has two key stages:

- First, diverge to identify as many ideas for activities that will activate the identified enablers and motivators, by gathering inspiration from existing literature and through brainstorming with a group of key informants
- Secondly, converge through a process of shortlisting and evaluating the ideas against appropriate criteria.

At the end of this process, the final set of activities can be integrated into a cohesive program that is doable, effective and testable. This program should be based on a set of key design principles that respond to the key enablers and motivators, and appropriate behavioural change models.

4. Implement

This step is iterative in nature and starts with "Rapid Prototyping" – where the focus is on quickly and cheaply testing the proposed activities to identity potential design and implementation problems. Once the program has been tested and refined it is ready to roll out.

5. Evaluate

The final step, which should occur before the program is fully rolled out, is to determine what are the key performance indicators for the program overall, and the activities that make up the program. Once established, appropriate data collection methods and responsibilities should be assigned. Monitoring should be consistent and continuous from the moment implementation begins. Finally, reporting formats should be agreed.

4.3.3 Recommended behavioural programs

Four key behavioural programs are recommended:

- Cycling Efficacy Program.
- Road Coexistence Program.
- Walking Promotion Program.
- School Travel Program.

Each program comprises a range of activities and interventions related to the objectives of these programs.

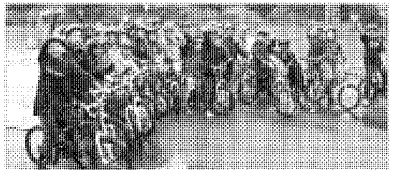
In the field of behaviour change the term 'actors' is used to represent the people whom behavioural expectations are placed upon. They are 'actors' because they play an active role in the given situation, as opposed to 'audiences' who play a passive role (i.e. they observe) a given situation. Effective behaviour change programs engage actors on a deep and meaningful level. They go far beyond typical marketing and social marketing techniques, and should not be confused as such.

Inspiration

All effective behaviour change programs take inspiration from other programs. A selection of programs, which have been delivered around the world, are presented here as inspiration for the design of programs appropriate for the Shire community. Critically, these programs should be adapted to fit the local context, rather than replicated.

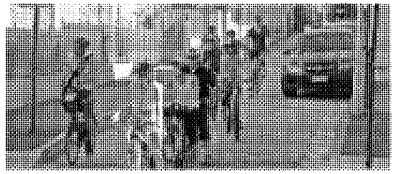
The design and delivery of some of these programs can be undertaken as part of a collaboration with key stakeholders. For example, it might be more appropriate to work with existing programs to address 'road coexistence' by collaborating with organisations like the Amy Gillett Foundation. Additional local activities can then be developed to supplement this program.

Bikes Go Round - Oakland, USA

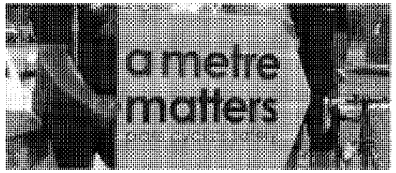


Safer Routes to School - Seattle, USA

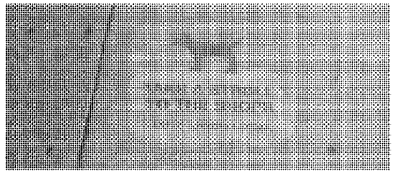
Melbourne Street Smarts



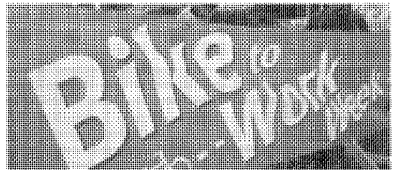
Bicycle Training Classes - Sydney (City of Sydney)



A Metre Matters - Australia (Amy Gillett Foundation)



Love Living Local - Darebin, Victoria



Bike 2 Work - Australia

Table 5: Behavioural programs

	Cycling Efficacy Program (B-1)	Road Coexistence Program (B-2)	Walking Promotion Program (B-3)	School Travel Program (B-4)
Purpose	The purpose of the overall program is to enhance the general level of cycling skill, knowledge and confidence among the community.	The purpose of this program is to improve the relationship between all road users. This program is a cornerstone of the Strategy and a critical supporting measure for the bicycle network.	The purpose of this program is to motivate greater participation in walking among the community.	The purpose of this program is to motivate children (and their parents) to walk and cycle more for the journey to and from school as a foundation for establishing sustainable travel patterns.
Objectives	• To increase the level of knowledge of bicycle types, including regulations, appropriate for a range of journey types, cycling styles, genders, ages and personal styles. • To increase the level of knowledge of appropriate gear required to make a range of bicycle journeys including commuting and short local trips. • To increase the level of cycling skill, including defensive riding skills. • To increase the level of bicycle maintenance skills for a range of bicycle types.	• To reduce the incidence of conflict between cyclists and motorists. • To enhance the level of care and attention given from motorist to people who are walking and cycling. • To increase the perception of safety among cyclists when walking and cycling.	• To increase the level of participation in walking for short local trips and recreational trips. • To increase physical activity and reduce obesity and levels of chronic heart disease. • To encourage walking for short local trips to support local businesses and social attractions. • To reduce the perception that walking is unsafe.	• To increase participation in walking and cycling / physical activity among children and young adults. • To reduce the proportion of children being driven to school, particularly for short journeys. • To establish travel patterns among children and young adults that will support greater participation in walking and cycling in later life. • To influence the travel patterns of parents for school journeys and other journey purposes, particularly short local trips.
Key target groups	Males and females of all ages.	• Motorists – primarily car and truck drivers.	Women's groups; elderly groups; people with disabilities; children and parents.	Primary school children (and their parents); secondary school children/young adults.
Activities & implementation	Key activities might include: • Cycling Skills and Bicycle Maintenance courses. • Run an afterschool bike club for local children – the club will provide workshops for primary school children to learn safe riding skills, basic bike maintenance, and enjoy social interaction with their peers. • Run community bike rides where experienced riders undertake regular rides through neighbourhoods that local people can join at any stage to experience riding in the safety of a group and with instruction from experienced bike riders. • Create a brochure showcasing the many different types of bicycles and how they can be used for various journey purposes; include advice on clothing and other appropriate gear but highlight that short local trips do not require any special equipment. • Run an electric / power-assisted bicycle trial scheme, to include training classes for participants.	Key activities might include: • Branded media campaign: (1) run a series of stories in media and newsletters on potential conflicts between pedestrians and cyclists and motorists with advice on responsibilities and careful and considerate behaviour (2) host an online discussion forum on the scenarios of conflict (3) create a leaflet, based on social proof and empathy, that informs motorists of the rights and needs of cyclists– distribute the leaflet with newly issued parking permits, in conjunction with major local supermarkets and schools. • Run a 'Safe Driving' campaign encourage local businesses to support a campaign promoting safe driving by displaying a poster with normative messages in their shop windows and handing out the informational leaflets noted above; incentivise the businesses with free advertising in local newspapers and council publications.	Key activities might include: • Host a series of walking route planning workshops with the community to inform the development of maps of recommended routes for accessing key destinations and for recreational purposes (e.g. linking local passive parks and gardens) – the mapping should be coordinated with pedestrian wayfinding. • Explore the use of behavioural graphics and signage as interventions to promote walking for short local trips. • Establish / promote local walking groups; these groups can be specific to cohorts of the community or local businesses (e.g. walking during lunch hours) – incentivise with a community-based 'steps' challenge distributing free pedometers to participants who then log steps taken for various journeys. • Connect activities, where possible, to existing programs like Boot Camp, Pram Walks and Dog Walks. • Explore hosting a car-free event in Colac (streets around Memorial Square) and Apollo Bay (Pascoe Street) – combine with promotion of cycling.	Key activities might include: • Review the Shire's participation in the state funded 'Ride 2 School' program, with the aim of encouraging greater participation among primary and secondary schools. • As part of 'Ride 2 School' or as a standalone 'Safer Routes to School' type study, examine access to schools and aim to address key infrastructural issues specific to school children. • As part of one of the previous activities develop local guidelines to developing 'School Travel Plans', and make available to local schools. • Engage parents to establish site specific physical and social barriers that prohibit them letting their children walk or cycling to school. • Survey the current provision of bicycle parking facilities at schools; create small grants to support schools who develop 'School Travel Plans' to improve and/or provide additional facilities.
Behavioural change techniques	• Familiarity – reduce people's perception of fear through familiarity with cycling and knowledge of the diversity of bicycle types to enable different journey purposes. • Social proof – undertaking classes with family, friends and peers will reduce individuals fears that cycling is difficult or that their concerns are unique and cannot be addressed. • Enjoyment – the act of working with others provides a level of social enjoyment for participants helping to lessen the psychological barriers to cycling. • Incentives – the provision of information and free classes reduce the cost of participating in cycling.	• Familiarity – raising awareness and knowledge of the problem among motorists and how to address it. • Disincentives – highlight / raise awareness of the increased penalty for car dooring. • Social proof – businesses displaying their commitment to the program and the use of normative messaging can increase the perception that car dooring is unacceptable and a marginal social practice.	• Reciprocity – the provision of gifts (e.g. pedometers and maps) often motivates people to respond in kind. • Deliberation – the workshop events will enable people to discuss and explore the issues that prohibit walking reduces many of the anxieties and fears associated with participation. • Autonomy – the provision of maps together with associated infrastructure and wayfinding creates the conditions that enable people to plan and make their journeys of their own choosing.	• Social proof – as more and more children walk and cycle to school parent's perception of the risks involved will fall. • Enjoyment – the act of walking and cycling with friends, family and/or peers can create a sense of fun and enjoyment among children that encourages continued participation. • Incentives – the provision of information on the benefits of walking and cycling, together with updates on the investments in facilities can incentivise parents to allow their children to participate.

4.4 Policy and Regulatory Actions

4.4.1 Introduction

The following section presents actions that support walking and cycling through Council policies and regulations (e.g. road rules).

4.4.2 Land-use planning

The spatial form and development of the Shire's towns has a significant bearing on the viability and attractiveness of active transport. Without due consideration of walking and cycling in land-use planning, neither will become realistic options for the community.

Proposed actions

- **(PR-1)** Require all new developments to provide for the needs of pedestrians and cyclists: ensure new housing developments (regardless of size) to be connected to existing land-uses by appropriate pedestrian and cycling facilities.
- **(PR-2)** Require all road schemes to give due consideration to the needs and impact on pedestrians and cyclists.
- **(PR-3)** Apply the Australian Urban Design Protocol – Designing for People, for all street scheme projects (refer to section 3.5).

4.4.3 Enforcement of road rules

Although Colac and, to a lesser extent, Apollo Bay have a relatively high provision of bicycle lanes, fieldwork revealed that many were being used for car parking, including those designated as 'bicycle only'. Furthermore, for walking and cycling to be considered safe, viable and attractive to the community, people must have confidence that the road rules designed to govern motorised traffic and support vulnerable road users will be well enforced.

Proposed actions

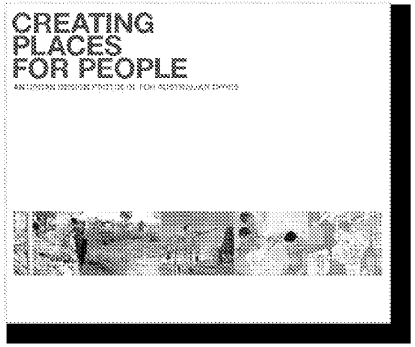
- **(PR-4)** Explore with the police how road rules to govern motorists could be more regularly enforced; combine awareness raising activities to educate motorists on the use of bicycle lanes and then undertake regular blitz of non-compliance.

4.4.4 Speed limits

Many towns across the Shire have main streets with speed limits of 60 km/h. A pedestrian hit by a car travelling at 60 km/h has a 30% chance of survival. At 50 km/h the chance of survival doubles to 60%. At 40 km/h the chance of survival increases to 85%. At 30 km/h the chance of survival is 96%. Based on the current speed limits across most towns in the Shire, people walking or cycling will most likely be killed if they are struck by a car.

Proposed actions

- **(PR-5)** Advocate for the reduction of 60 km/h speed limits to 50 km/h for main streets in all small towns and a blanket 40 km/h speed limit for residential streets and around schools.
- **(PR-6)** Advocate for the reduction of 60 km/h and 50 km/h speed limits to 40 km/h for main streets in Colac and Apollo Bay and 40 km/h speed limit for residential streets and around schools and other early education institutions.



4.5 Promotional Actions

4.5.1 Introduction

Promotional actions are actions that relate to the marketing of active transport, both as independent activities and as part of existing local events.

4.5.2 Integrate active transport with local events

Active transport should be promoted as part of all local events, such as the Birregurra Sunday Market, Colac Kana Festival, The Gellibrand River Blues and Blueberry Festival, Australia Day events etc.

Proposed actions

- **(P-1)** Promote cycling as a form of travel for all events in marketing collateral and on Council's website.
- **(P-2)** Provide valet parking for cyclists at all major events – this service can be outsourced to specialised providers.

4.5.3 Promote active transport as a normal everyday activity

Normalising walking and cycling as an everyday activity will make it attractive to the wider community.

Proposed actions

- **(P-3)** Imagery should focus on families, women, youth, the elderly, people in normal clothes (avoiding Lycra and any sports-type images of cycling); should feature sit-up, cargo and electric/power assisted bicycles.

4.5.4 Use storytelling to spread the word about successful change

One of the most effective ways to encourage more people to adopt a new behaviour is through social influence or social proof. People are more willing to trust and act on the experience of family, friends and peers than experts or officials.

Proposed actions

- **(P-4)** Collect stories from people in the community (from a cross section of the community, including age, gender, ethnicity, profession etc.) about their personal journey from overcoming fears about walking and cycling to the benefits they now enjoy from participation. Publish these stories as a series in Council and local media and on the Council website. At the end of the year create a book of stories and invite the public to nominate their favourite story – award this person with a prize, presented to them by the Mayor at the Colac Kana Festival.

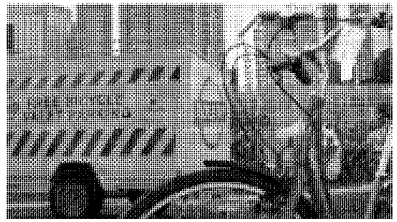
4.5.5 Support community ideas and innovations

Many innovative ideas to promote and enable cycling already exist within the community. Often the barrier to realising these ideas is funding and the know-how to develop them. In order to tap into this rich source of ideas and innovation the following actions are proposed.

Proposed actions

- **(P-5)** Run an annual workshop for local residents or groups to provide training on the development of existing ideas that promote and/or enable a normalised cycling culture.
- **(P-6)** Provide small seed funding grants for well-developed and planned ideas and initiatives. Provide advice and support for the implementation of ideas. Promote the activities in local and Council media.

Community Grants Program, City of Sydney



Valet Bicycle Parking for Major Events

4.5 Leadership Actions

4.6.1 Introduction

As the key promoter and supporter of active transport, the community will look to the Shire Council and its Councillors for leadership. The stronger the commitment, action and support provided from Council the greater confidence the community will have in adopting walking and cycling.

4.6.2 Supporting sustainable travel

Walking and cycling should be promoted and supported within the Colac Otway Shire Council as part of a broader sustainable travel policy.

Proposed actions

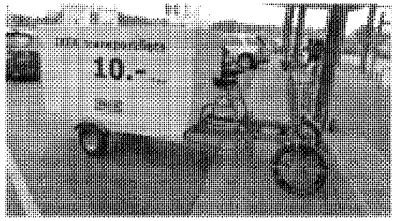
- **(L-1)** Develop a Sustainable Travel Plan for council covering walking, cycling and public transport. This plan will examine the existing travel patterns and behaviour of staff and develop a range of initiatives to enable and motivate sustainable travel. If possible, this plan should be integrated with health promotion. The plan should incorporate the remaining actions in this section.

4.6.3 Promote active transport among staff

Investments in new facilities, equipment and programs must be complemented with promotional activities, both to raise awareness among staff and to motivate interest and participation.

Proposed actions

- **(L-2)** Integrate the promotion of new facilities, gear and equipment during an annual Sustainable Transport Week.
- **(L-3)** Develop a promotional pack to be included with the contract paperwork of new staff.
- **(L-4)** Integrate an introduction to walking and cycling at work as part of staff inductions.
- **(L-5)** Regularly promote new facilities and activities through existing internal communications mediums – intranet, newsletters and noticeboards.



Ikea Bicycles

4.6.4 End-of-trip cycling facilities

The provision of appropriate end-of-trip facilities is an essential enabler for cycling to work.

Proposed actions

- **(L-6)** Undertake an audit of all Council workplaces to determine the current level of provision of end-of-trip facilities; determine needs and opportunities for upgrades; create an implementation action plan endorsed by Council – aim to achieve the Green Star Tra-3 Cyclist Facilities credit level of provision as a working example for developer and other interested parties. Facilities should cover parking (short and long-stay), changing and shower rooms, storage space for gear, and ideally a towel service (can be outsourced to a service provider).
- **(L-7)** Promote the completion of new facilities and invite local businesses and adjoining municipalities for a tour and discussion with facilities managers and users. Aim to become a case study of best practice.

4.6.5 Bicycle skills training for staff

As a complementary action for the provision of end-of-trip facilities and a bicycle pool, enhancing the self-efficacy of staff will both enable and motivate greater level of participation in cycling.

Proposed actions

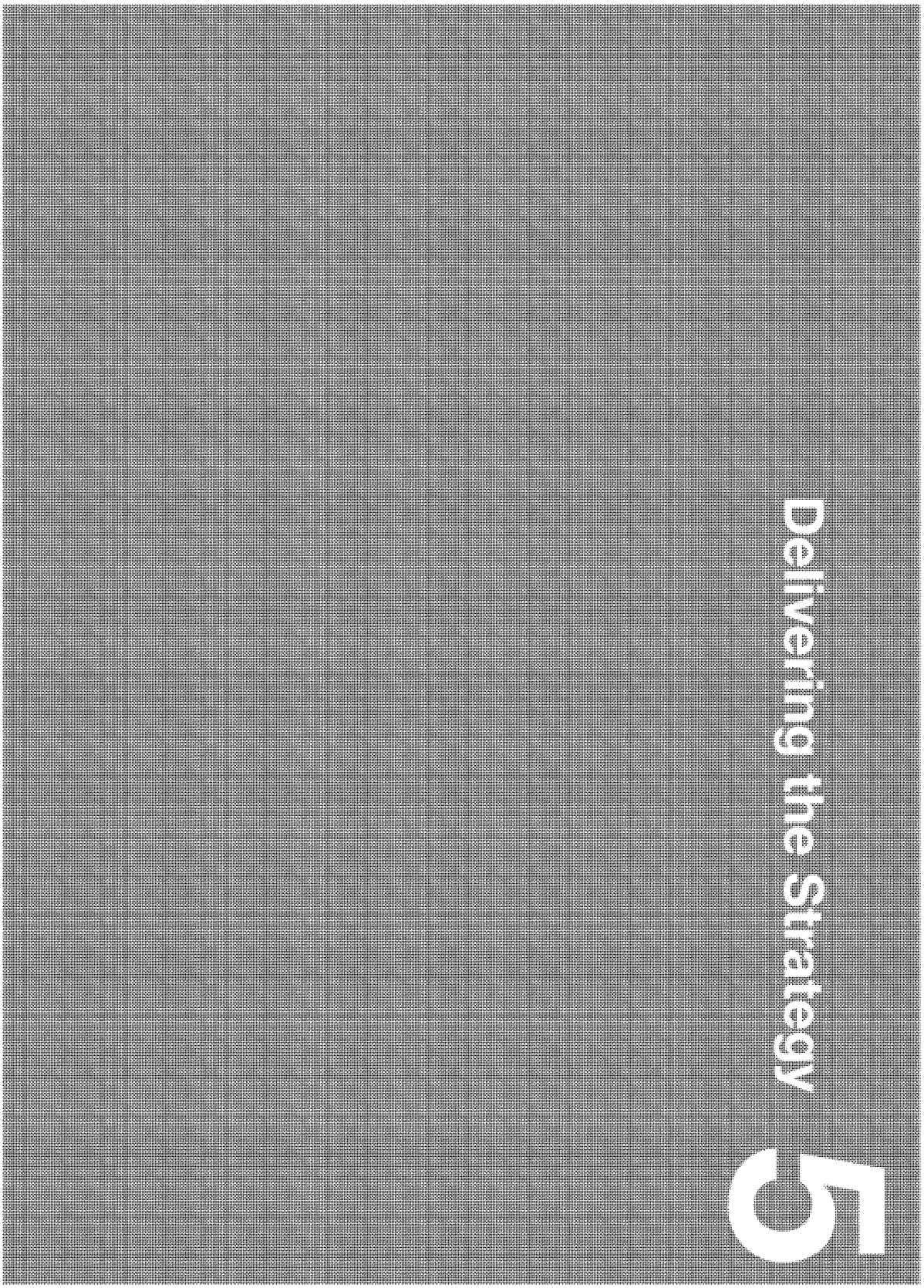
- **(L-8)** Run bicycle skills and maintenance training classes for staff on a quarterly basis throughout the year.

4.5.6 Support business trips

Providing gear and equipment for staff to use for business journeys is a simple and effective measure to make walking and cycling viable and easy options.

Proposed actions

- **(L-9)** Maintain a bicycle pool (including cargo bicycles and power-assisted bicycles) for short local business trips.
- **(L-10)** Provide staff with access to walking and cycling gear including helmets, panniers, wet gear and reflective clothing (if demand exists).
- **(L-11)** Provide appropriate maintenance and repair equipment on-site at workplaces; and develop a maintenance program for the bicycle pool.
- **(L-12)** Develop and make available maps of safe and convenient routes between regular destinations for staff – build up a database of routes which can be accessed by staff.
- **(L-13)** Run an annual workshop with staff who walk and cycle to gather feedback on issues and plan to address these barriers – many will also be important issues for the wider community.


Delivering the Strategy

5. Delivering the Strategy

5.1 Introduction

The following chapter presents a framework for delivering the Strategy over the proposed 10-year timeframe. The key aspects of the framework include:

- Management
- Maintenance
- Funding
- Action implementation plan

5.2 Management

The delivery of the Strategy will require the coordination of different teams within the Colac Otway Shire Council and collaboration with a range of key stakeholders.

Proposed actions

- **(D-1)** Form a Steering Committee comprising a cross section of officers with responsibility for delivering actions in the Strategy; representatives from local advocacy groups; representatives from relevant agencies. The committee should meet at a minimum quarterly to review the progress of the delivery of the Strategy. The committee could be chaired by a Councillor, who would also be the principal (but not sole) supporter of the Strategy.
- **(D-2)** Appoint an officer to lead the delivery of the Strategy on a day-to-day basis; to act as the main point of contact for all internal and external queries; to monitor and evaluate the impact of the actions delivered; and to report quarterly to the steering committee.
- **(D-3)** Liaise closely with other regional Councils to identify bicycle infrastructure designs that can be adopted.
- **(D-4)** Explore the development of a 'Place-based' approach to providing for walking and cycling, where infrastructure and associated facilities are considered in the wider context of the public realm (e.g. the street).
- **(D-5)** Explore how community engagement can be undertaken across project teams as opposed to within one area of Council to ensure outcomes are more closely aligned to community needs.

5.3 Maintenance

The systematic monitoring and maintenance of the condition of infrastructure and associated facilities will be an important factor in creating and maintaining safe and attractive environments for walking and cycling.

Proposed actions

- **(D-6)** Provide an online form to enable members of the public to report maintenance issues – the form could support the provision of GIS references.
- **(D-7)** Commission independent audits of facilities every three years - continually update the maintenance program in liaison with the relevant officers.
- **(D-8)** Ensure that existing facilities are reinstated after the completion of road works.
- **(D-9)** Ensure that all road works take account of the needs of cyclists and adequately cater for their continued safe movement where works are taking place, including (but not limited to) the provision of temporary bicycle lanes adjacent to the road works using temporary barriers.
- **(D-10)** Develop a program cleaning and vegetation pruning for on-road and off-road bicycle facilities.
- **(D-11)** Undertake periodic inspections of bicycle parking facilities to (a) maintain their attractiveness and functionality, and (b) remove abandoned bicycles and other obstructions.

5.4 Funding

A number of options exist to source funding for the proposed actions through a range of grants and funding programs at Federal and State level – see table x.

Proposed actions

- **(D-11)** Develop business cases for bicycle routes and associated facilities on VicRoads principle bicycle network.
- **(D-12)** Maximise opportunities to implement new bicycle facilities when other road construction projects are being delivered to reduce costs and increase the reach of each annual budget.

5.5 Action implementation plan

The action implementation plan presents the full range of actions proposed in the Strategy against:

- A High, Medium or Low priority (as determined by the Weighted Criteria Scoring System) – see Appendix A for scores;
- Over a 10-year timeframe;
- The nominated Lead Agency and Partners; and
- With an indicative cost, based on supplier costs plus a percentage mark-up to cover planning, design and delivery.

The costs assigned to each action has been based (where possible) on supplier rates, with an additional mark up to cover the costs associated with planning, design and delivery, Supplementary costs for planning & design and contingency are applied to all actions. Supplementary costs for construction are estimated on a High, Medium or Low basis for each action. This approach has been taken to provide more realistic costs for the delivery of the Strategy and enable more practical planning and therefore, more effective delivery.

Table 6: Funding Sources

FUNDING SOURCE	DETAILS	FUNDING VALUE (AUD)
DoT	Building New Communities Fund – as noted in the Victorian bicycle Strategy (Cycling Into the Future 2013-2023)	Unknown
VicRoads	Principal Bicycle Network Funding VicRoads will provide between 50-100% funding towards projects on the PBN.	$10 million per year (total fund) – as of Jan 2013 this funding is on hold.
DPCD	**Putting Locals First Program** The Putting Locals First Program aims to build resilient and adaptable communities with: • improved community infrastructure, facilities and services • improved community connections • communities taking action on their own behalf	• Improved local infrastructure - grants up to $500,000 • Local community initiatives - grants up to $150,000 • Local strategic and project planning – grants up to $150,000
	Community Facility Funding Program The Community Facility Funding Program helps provide high quality, accessible community sport and recreation facilities across Victoria by encouraging: • increased sport and recreation participation • increased access to sport and recreation opportunities • better planning of sport and recreation facilities • innovative sport and recreation facilities • environmentally sustainable facilities • universally designed facilities	• Major facilities up to $650,000 • Minor facilities Up to $100,000
	Community Works Program Community Works Program (CWP) aims to deliver quality public realm and open space networks that are vibrant, connected and enhance community pride in their local neighbourhood. • create attractive, accessible, stimulating and pedestrian friendly spaces that encourage social interaction, informal recreation, walkability and safety • enhance the interface between private and public spaces.	Up to $200,000
Sustainability Victoria (SV)	**The Sustainability Fund / Neighbourhood Renewal** Neighbourhood Renewal is a Victorian Government program working in partnership with communities in areas with concentrations of public housing.	Unknown
Developer Contributions	Development contributions are payments or in-kind works, facilities or services provided by developers towards the supply of infrastructure required to meet the future needs of a particular community, of which the development forms part. All new developments of medium-high density residential; retail; commercial and other workplaces should provide appropriate end-of-trip facilities for cyclists – including parking, shower, changing and possibly towel services. In addition, Council can seek contributions from developers towards the cost of bicycle infrastructure in proximity to the proposed development.	Currently under review (Jan 2013)

Table 7: Action implementation plan

NO.	REF	LOCATION	DESCRIPTION	PRIORITY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	LEAD AGENCY	PARTNERS	INDICATIVE COST
INFRASTRUCTURAL ACTIONS																	
1	I-1	Shire Wide	Provide appropriate short-stay bicycle parking rails in shopping strips – liaise with local businesses to identify appropriate locations and to minimise impact on the operation of the street (particularly to avoid creating clutter that creates a barrier for people with visual and physical impairments).	High	❋	❋	❋		❋		❋		❋		Colac Otway Shire Council		N/A
2	I-2	Shire Wide	Develop a business case for installing long-stay bicycle parking facilities at all rail stations, working closely with VicTrack to determine appropriate locations.	Medium	❋	❋		❋							Colac Otway Shire Council	VicTrack	N/A
3	I-3	Shire Wide	Work with local leisure and recreation facilities to develop short and long term plans to address immediate and future bicycle parking needs.	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	Colac Otway Shire Council	Leisure Facilities	N/A
4	I-4	Shire Wide	Work with local primary and secondary schools (through the Ride 2 School program) facilities to develop short and long term plans to address immediate and future bicycle parking needs – also refer to 'School Travel Program' in section 4.3.3.	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	Colac Otway Shire Council	Department of Transport	N/A
5	I-5	Apollo Bay and Colac	Run a design competition to create artistic bicycle parking racks that represent the local culture (indigenous and/or modern).	Low			❋		❋			❋			Colac Otway Shire Council	Chamber of Commerce	N/A
6	I-6	Apollo Bay and Colac	Run an EOI for the provision of Parklets on the main streets of Apollo Bay and Colac. Parklets are a low cost way to soften the feel of a street and provide additional space for people to sit, eat and enjoy the street environment. They increase the allocation of space for people and can be provided in proximity to cafes and restaurants to support local businesses. Furthermore, they provide additional bicycle parking in locations of high demand.	Low		❋			❋			❋		❋	Colac Otway Shire Council	Chamber of Commerce	N/A
7	I-7	Apollo Bay and Colac	Develop an integrated walking and cycling wayfinding Strategy for Colac and Apollo Bay (see also 'Walking Promotion Program' in section 4.3.3), to include destination, directional and informational signage.	High	❋	❋									Colac Otway Shire Council	N/A	N/A
8	I-8	Shire Wide	Develop a trails wayfinding Strategy to incorporate mountain bike trails.	Medium			❋	❋							Colac Otway Shire Council	DPCD	N/A
9	I-9	Shire Wide	Undertake a feasibility study for the development of the Tiger Rail Trail.	Medium	❋	❋	❋								Colac Otway Shire Council	DPCD	N/A
10	I-10	Apollo Bay	Sealed footpath (both sides) - Noel Street: Cartwright St to Trafalgar St	Medium											Colac Otway Shire Council		$51,920
11	I-11	Apollo Bay	Sealed footpath (both sides) – Morrisse Ave: McLachlan St to Pascoe St	Low									❋		Colac Otway Shire Council		$32,560
12	I-12	Apollo Bay	Sealed footpath (both sides) – Martin St: McLachlan St to Pascoe St	Low									❋		Colac Otway Shire Council		$26,400
13	I-13	Apollo Bay	Sealed footpath (both sides) – Thompson St: Jack Pl to Great Ocean Rd	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$61,050
14	I-14	Apollo Bay	Intersection upgrade with pedestrian priority (zebra crossings on all arms) – Pengilley Ave and McLachlin Street	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$58,000
15	I-15	Apollo Bay	Intersection upgrade with pedestrian priority (zebra crossings on Pengilley Ave arms only – Pengilley Ave and Gellicoill Ave	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$20,000
16	I-16	Apollo Bay	Intersection upgrade with pedestrian priority on Pengilley Ave and Costin St.	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$20,000
17	I-17	Apollo Bay	Sealed footpath (both sides) - Murray St (full length)	Low									❋		Colac Otway Shire Council		$59,620
18	I-18	Apollo Bay	Sealed footpath (both sides) – Pascoe St: Whelan St to Murray St	Low									❋		Colac Otway Shire Council		$42,900
19	I-19	Apollo Bay	Sealed footpath (both sides) – Great Ocean Rd: Gawood St to Joyce St	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$37,730

NO.	REF.	LOCATION	DESCRIPTION	PRIORITY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	LEAD AGENCY	PARTNERS	INDICATIVE COST
20	I-20	Apollo Bay	Intersection upgrade with pedestrian priority zebra crossings on all arms) – Pascoe St and Whelan St; Great Ocean Rd and Nelson St (x2)	High	❋	❋									Colac Otway Shire Council		$178,000
21	I-21	Apollo Bay	Side street pedestrian priority with zebra crossings (x7) – Great Ocean Road: Cawood St to Moore St	Low										❋	Colac Otway Shire Council		$115,500
22	I-22	Apollo Bay	Mid-block crossings (x3) – Great Ocean Rd: Hardy St to Moore St	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$49,500
23	I-23	Apollo Bay	Extension of exclusive bicycle lane – Costin St: Park Ave to Montrose Ave	Low										❋	Colac Otway Shire Council		$3,196
24	I-24	Apollo Bay	Exclusive bicycle lane – Montrose Ave: Costin St to Pascoe St	Low										❋	Colac Otway Shire Council		$5,490
25	I-25	Apollo Bay	Advisory treatment (sharrow bicycle symbol) – Pascoe St: Nelson St to Moore St	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$56
26	I-26	Apollo Bay	Exclusive bicycle lane – Pascoe St: Moore St to Thompson St	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$4,019
27	I-27	Apollo Bay	Advisory treatment (sharrow bicycle symbol) – Pascoe St: Thompson St to Murray St	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$56
28	I-28	Apollo Bay	Exclusive bicycle lane – Nelson St: Cartwright St to Great Ocean Road	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$1,748
29	I-29	Apollo Bay	Exclusive bicycle lane – Nelson St: Great Ocean Road to Harbour	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$2,516
30	I-30	Apollo Bay	Exclusive bicycle lane – Cartwright St: Noel St to Nelson St	Low										❋	Colac Otway Shire Council		$839
31	I-31	Apollo Bay	Upgrade existing exclusive bicycle lane with buffer zones – Great Ocean Road: Cawood St to Moore St	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$17,358
32	I-32	Apollo Bay	Extend exclusive bicycle lane with buffer zones – Great Ocean Road: Moore St to Nelson St (connect with shared path to Marengo)	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$7,150
33	I-33	Apollo Bay	Bike boxes on intersections (x15) – refer to map	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$24,750
34	I-34	Apollo Bay	Advisory treatment with sharrow bicycle symbols on roundabouts (x2) – refer to map	Medium			❋	❋	❋	❋	❋	❋			Colac Otway Shire Council		$56
35	I-35	Apollo Bay	Green surfacing on side streets (x21) – on all side streets off an existing or proposed bicycle lane.	Low									❋		Colac Otway Shire Council		$3,927
36	I-36	Apollo Bay	Bicycle parking provision (capacity for 30 bicycles – 15 rails) – Great Ocean Road: Hardy St to McLaren Pl	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$9,250
37	I-37	Apollo Bay	Bicycle parking provision (capacity for 60 bicycles – 30 rails) – Great Ocean Road: Foreshore area between tourist centre and Harbour	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$16,500
38	I-38	Colac	Exclusive bicycle lane – Sinclair St: Stoddart St to Jennings St and Hearn St to Pound Rd	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$8,816
39	I-39	Colac	Exclusive bicycle lane – Armstrong St: Pound Rd to Ligar St	High	❋	❋									Colac Otway Shire Council		$14,576
40	I-40	Colac	Exclusive bicycle lane – Pound Rd: Sinclair St to Hart St	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$6,599
41	I-41	Colac	Exclusive bicycle lane – Hearn St: Queen St to approx. 93 Hearn St	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$2,926
42	I-42	Colac	Exclusive bicycle lane – Church St: Murray St to Colac Lake	Low									❋		Colac Otway Shire Council		$5,529

NO.	REF	LOCATION	DESCRIPTION	PRIORITY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	LEAD AGENCY	PARTNERS	INDICATIVE COST
43	I-43	Colac	Exclusive bicycle lane – Hart St: Railway St to Murray St	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$3,735
44	I-44	Colac	Exclusive bicycle lane – Grant St: Murray St to Queens Ave	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$4,836
45	I-45	Colac	Exclusive bicycle lane – Queens Ave: Armstrong St to Queens St	Low									❋		Colac Otway Shire Council		$978
46	I-46	Colac	Exclusive bicycle lane – Corangamite St: Murray St to Skene St	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$1,140
47	I-47	Colac	Exclusive bicycle lane – Railway St: Corangamite St to Broomfield St	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$3,065
48	I-48	Colac	Exclusive bicycle lane – Gellibrand St: Broomfield St to Botanic Gardens	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$6,191
49	I-49	Colac	Exclusive bicycle lane – Rae St: Queens St to Scott St	High	❋	❋									Colac Otway Shire Council		$9,579
50	I-50	Colac	Shared path – Extension of Lake Colac shared path westwards to flood plain then south to railway line; then running east through rail reserve connecting with Barongarook Creek path; then running north along Barongarook Creek and reconnecting with the shared path along Lake Colac.	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council	Information not available	
51	I-51	Colac	Bike boxes on intersections (x38) – refer to map for locations.	High	❋	❋									Colac Otway Shire Council		$11,550
52	I-52	Colac	Advisory treatment with sharrow bicycle symbols on roundabouts (x7) – refer to map for locations.	High	❋	❋									Colac Otway Shire Council		$385
53	I-53	Colac	Green surfacing on side streets (x84) – on all side streets off an existing or proposed bicycle lane.	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$15,708
54	I-54	Colac	Bicycle parking provision (capacity for 60 bicycles – 30 rails) - within commercial / business area (shown on map).	High	❋	❋									Colac Otway Shire Council		$16,500
55	I-55	Colac	Long stay bicycle parking at Rail station (x1)	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$165,000
56	I-56	Bimeguna	Shared footpath: Roadknight Road – Bimeguna Rd to Train Station	Low										❋	Colac Otway Shire Council		$204,820
57	I-57	Bimeguna	Sealed footpath: Bimeguna Rd (northern side) – Roadknight Rd to Barwon St	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$148,080
58	I-58	Bimeguna	Sealed footpath: Bimeguna Rd (southern side) – Strachan St to Beal St.	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$50,160
59	I-59	Bimeguna	Sealed footpath: Beal St – Bimeguna Rd to Skene St.	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$58,300
60	I-60	Bimeguna	Sealed footpath: Jenner St – Complete missing link to Austin St.	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$55,880
61	I-61	Bimeguna	Sealed footpath: Strachan St – Bimeguna Rd to Scouller St.	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$100,100
62	I-62	Bimeguna	Intersection upgrade for improved pedestrian access: Bimeguna Rd and Roadknight Rd	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$88,000
63	I-63	Bimeguna	Intersection upgrade for improved pedestrian access: Bimeguna Rd and Strachan St	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$88,000
64	I-64	Bimeguna	Mid-block crossing facility on Bimeguna Rd connecting park and skate park.	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$16,500
65	I-65	Lavers Hill	Sealed footpath: Great Ocean Rd (southern side) – Colenso Drive to Motor Inn	Medium			❋	❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$48,290

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66	I-66	Lavers Hill	Roundabout: Great Ocean Rd and Colac-Lavers Hill Rd	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$440,000
67	I-67	Lavers Hill	Roundabout: Colac-Lavers Hill Rd and Lavers Hill-Cobden Rd	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$440,000
68	I-68	Lavers Hill	Pedestrian crossing facility: Great Ocean Rd at Tennis Courts	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$25,300
69	I-69	Lavers Hill	Pedestrian crossing facility: Great Ocean Rd at College Drive	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$25,300
70	I-70	Lavers Hill	Explore extension of Old Beechy Rail Trail along disused rail line	Low								❋		Colac Otway Shire Council		N/A
71	I-71	Lavers Hill	Explore streetscape scheme for Great Ocean Rd/ College Dr to Lavers Hill-Cobden Rd (to include enhanced pedestrian access, exclusive bicycle lanes, landscaping and street lighting)	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		N/A
72	I-72	Beeac	Upgrade intersection for enhanced pedestrian access: Main St and Mirrgiwoola Rd	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$88,000
73	I-73	Beeac	Pedestrian crossing facility: Main St to reserve	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$25,300
74	I-74	Cororooke	Seal Footpath: Factory Rd – 150m along Factory Rd from Corangamite Lake Rd.	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$8,250
75	I-75	Cororooke	Seal Footpath: Corangamite Lake Rd – for 50 m heading north	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$2,750
76	I-76	Cororooke	Explore future scheme to provide pedestrian connection with Colac	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		N/A
77	I-77	Forrest	Seal Footpath: Henry St – Grant St to Station St	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$5,720
78	I-78	Forrest	Seal Footpath: Station St – Henry St to Blundy St	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$22,605
79	I-79	Forrest	Seal Footpath: Blundy St – Station St to Grant St	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$11,220
80	I-80	Forrest	Seal Footpath: Grant St – Blundy St to Henry St	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$22,605
81	I-81	Forrest	Pedestrian crossing facility: Grant St – at Henry St, between Henry St and Blundy St; at Blundy St / Turner Drive	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$25,300
82	I-82	Gellibrand	Pedestrian crossing facility: Colac-Lavers Hill Rd – at reserve	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$25,300
83	I-83	Gellibrand	Pedestrian crossing facility: Colac-Lavers Hill Rd – at Tourist Pk entrance (also a connection for Old Beechy Rail Trail)	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$25,300
84	I-84	Marengo	Shared footpath upgrade: full length into Apollo Bay	High	❋	❋								Colac Otway Shire Council		Information not available
85	I-85	Kennett River	Pedestrian crossing facility: Great Ocean Rd – connection to foreshore	Medium			❋	❋	❋	❋	❋	❋		Colac Otway Shire Council		$25,300
86	I-86	Wye River & Separation Creek	Upgrading of Paddy's Path (connection between Wye River & Separation Creek)	Low								❋		Colac Otway Shire Council		Information not available
87	I-87	Wye River & Separation Creek	Constructing a gravel walking track from the end of Duncorn Rd to Paddy's Path	Low								❋		Colac Otway Shire Council		$3,080
88	I-88	Wye River & Separation Creek	Constructing a bridge over a small gully at the intersection of The Boulevard and Koonya St into Farrington Park	Low								❋		Colac Otway Shire Council		Information not available

NO	REF	LOCATION	DESCRIPTION	PRIORITY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	LEAD AGENCY	PARTNERS	INDICATIVE COST
89a	I-89a	Wye River & Separation Creek	Pedestrian crossing facility, Great Ocean Rd – connection to foreshore	Medium											Colac Otway Shire Council		$25,300
89b	I-89b	Wye River & Separation Creek	Pedestrian footbridge over Separation Creek	High	❁	❁	❁	❁							Colac Otway Shire Council	Vic Roads	$130,000
90	I-90	Cressy	Seal Footpath: Lyons St Duverny St to Yarima Rd	Medium			❁	❁	❁	❁	❁	❁	❁		Colac Otway Shire Council		$74,580
91	I-91	Cressy	Seal Footpath: Tennant St: Lyons St to reserve	Medium			❁	❁	❁	❁	❁	❁	❁		Colac Otway Shire Council		$12,285
BEHAVIOURAL ACTIONS																	
92	B-1	Shire Wide	Cycling Efficacy Program	Medium	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council	Roadsafe Otway & Colac	$10,000 p.a.
93	B-2	Shire Wide	Road Coexistence Program	High	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council	Vic Roads & Roadsafe	$20,000 p.a.
94	B-3	Shire Wide	Walking Promotion Program	Medium	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council	Victoria Walks	$10,000 p.a.
95	B-4	Shire Wide	School Travel Program	Medium	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council	DoT	$15,000 p.a.
POLICY AND REGULATORY ACTIONS																	
96	PR-1	Shire Wide	Require all new developments to provide for the needs of pedestrians and cyclists; ensure new housing developments (regardless of size) to be connected to existing land-uses by appropriate pedestrian and cycling facilities.	Medium	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council		N/A
97	PR-2	Shire Wide	Require all road schemes to give due consideration to the needs and impact on pedestrians and cyclists.	Medium	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council	VicRoads	N/A
98	PR-3	Shire Wide	Apply the Australian Urban Design Protocol – Designing for People, for all street scheme projects (refer to section 3.5).	Medium	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council		N/A
99	PR-4	Shire Wide	Explore with the police how road rules to govern motorists could be more regularly enforced; combine awareness raising activities to educate motorists on the use of bicycle lanes and then undertake regular blitz of non-compliance.	High	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council	Police	N/A
100	PR-5	Shire Wide	Explore the reduction of 60 km/h speed limits to 50 km/h for main streets in all small towns and a blanket 40 km/h speed limit for residential streets and around schools.	High	❁	❁	❁	❁							Colac Otway Shire Council	VicRoads	N/A
101	PR-6	Shire Wide	Explore the reduction of 60 km/h and 50 km/h speed limits to 40 km/h for main streets in Colac and Apollo Bay and 40 km/h speed limit for residential streets and around schools.	High	❁	❁	❁	❁							Colac Otway Shire Council	VicRoads	N/A
PROMOTIONAL ACTIONS																	
102	P-1	Shire Wide	Promote cycling as a form of travel for all events in marketing collateral and on Council's website.	Low	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council		$5,000 p.a.
103	P-2	Shire Wide	Provide valet parking for cyclists at all major events – this service can be outsourced to specialised providers.	Low	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council		$5,000 p.a.
104	P-3	Shire Wide	Imagery should focus on families, women, youth, the elderly, people in normal clothes (avoiding Lycra and any sports-type images of cycling); should feature sit-up, cargo and electric/power assisted bicycles.	Low	❁	❁	❁	❁	❁	❁	❁	❁	❁	❁	Colac Otway Shire Council	N/A	N/A

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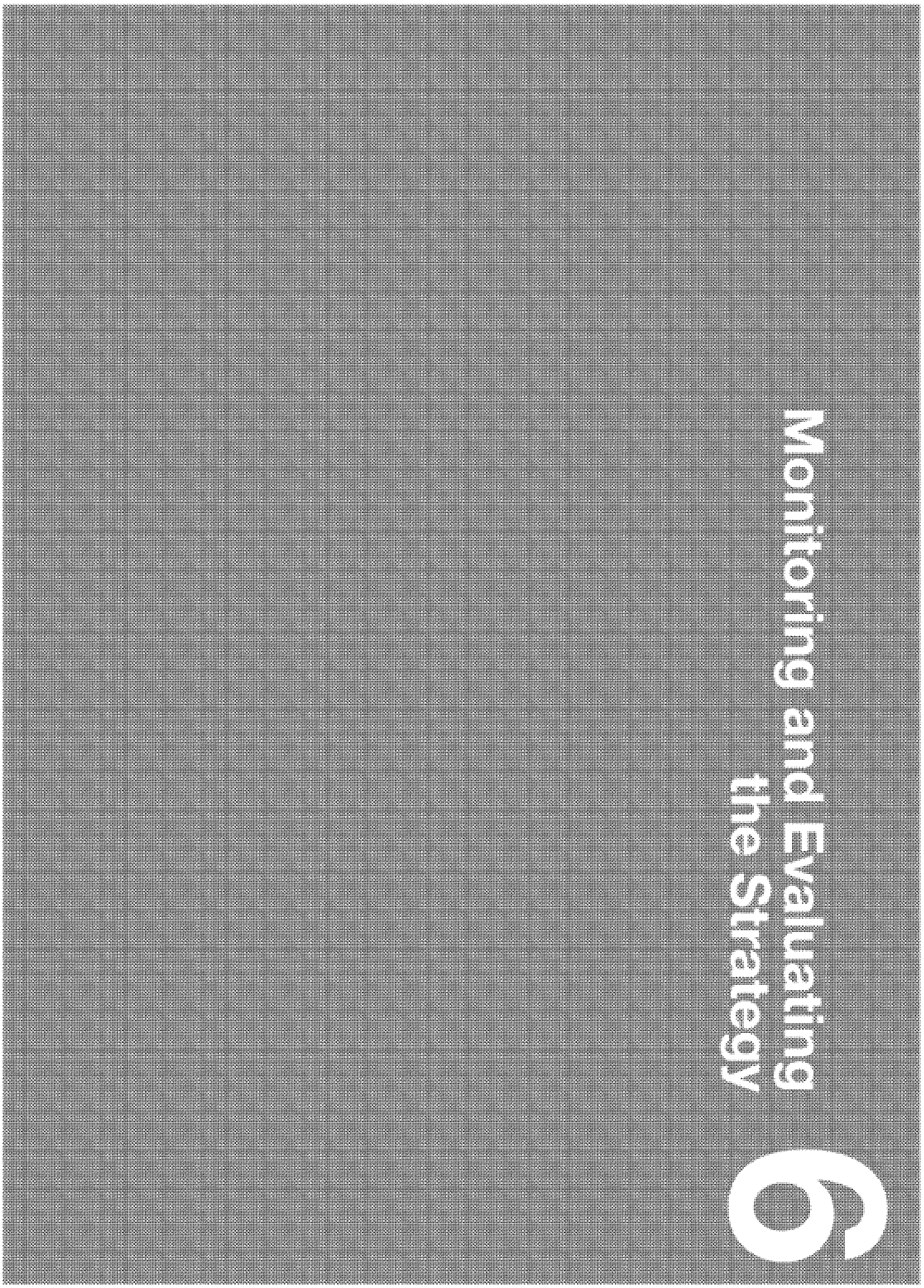
105	P-4	Shire Wide	Collect stories from people in the community (from a cross section of the community including age, gender, ethnicity, profession etc.) about their personal journey from overcoming fears about walking and cycling to the benefits they now enjoy from participation. Publish these stories as a series in Council and local media and on the Council website. At the end of the year create a book of stories and invite the public to nominate their favourite story – award this person with a prize, presented to them by the Mayor at the Colac Kana Festival.	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	Colac Otway Shire Council		N/A
106	P-5	Shire Wide	Run an annual workshop for local residents or groups to provide training on the development of existing ideas that promote and/or enable a normalised cycling culture.	Low	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	Colac Otway Shire Council		$1,500 p.a.
107	P-6	Shire Wide	Provide small seed funding grants for well-developed and planned ideas and initiatives. Provide advice and support for the implementation of ideas. Promote the activities in local and Council media.	Low	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	Colac Otway Shire Council		$2,000 p.a.
LEADERSHIP ACTIONS																	
108	L-1	Shire Wide	Develop a Sustainable Travel Plan for council covering walking, cycling and public transport. This plan will examine the existing travel patterns and behaviour of staff and develop a range of initiatives to enable and motivate sustainable travel. If possible, this plan should be integrated with health promotion. The plan should incorporate the remaining actions in this section.	High	❋	❋									Colac Otway Shire Council		$30,000 p.a.
109	L-2	Shire Wide	Integrate the promotion of new facilities, gear and equipment during an annual Sustainable Transport Week.	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	Colac Otway Shire Council		N/A
110	L-3	Shire Wide	Develop a promotional pack to be included with the contract paperwork of new staff.	Medium	❋	❋									Colac Otway Shire Council		N/A
111	L-4	Shire Wide	Integrate an introduction to walking and cycling at work as part of staff inductions.	Medium	❋	❋									Colac Otway Shire Council		N/A
112	L-5	Shire Wide	Regularly promote new facilities and activities through existing internal communications mediums – intranet, newsletters and noticeboards.	Medium	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	Colac Otway Shire Council		N/A
113	L-6	Shire Wide	Undertake an audit of all Council workplaces to determine the current level of provision of end-of-trip facilities; determine needs and opportunities for upgrades; create an implementation action plan endorsed by Council – aim to achieve the Green Star Tra 3 Cyclist Facilities credit level of provision as a working example for developer and other interested parties. Facilities should cover parking (short and long stay), changing and shower rooms, storage space for gear, and ideally a towel service (can be outsourced to a service provider).	High	❋	❋	❋								Colac Otway Shire Council	GBCA	N/A
114	L-7	Shire Wide	Promote the completion of new facilities and invite local businesses and adjoining municipalities for a tour and discussion with facilities managers and users. Aim to become a case study of best practice.	Low	❋	❋	❋	❋	❋	❋	❋	❋	❋	❋	Colac Otway Shire Council		N/A

NO	REF	LOCATION	DESCRIPTION	PRIORITY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	LEAD AGENCY	PARTNERS	INDICATIVE COST
115	L-8	Shire Wide	Run bicycle skills and maintenance training classes for staff on a quarterly basis throughout the year.	Medium	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council		$5,000 p.a.
116	L-9	Shire Wide	Maintain a bicycle pool (including cargo bicycle and power-assisted bicycles) for short local business trips.	High	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council		$3,000 p.a.
117	L-10	Shire Wide	Provide staff with access to walking and cycling gear including helmets, panniers, vest gear and reflective clothing (if demand exists).	Medium	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council		$1,500 p.a.
118	L-11	Shire Wide	Provide appropriate maintenance and repair equipment on-site at workplaces, and develop a maintenance program for the bicycle pool.	Medium	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council		$500 p.a.
119	L-12	Shire Wide	Develop and make available maps of safe and convenient routes between regular destinations for staff - build up a database of routes which can be accessed by staff.	Low	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council	N/A	N/A
120	L-13	Shire Wide	Run an annual workshop with staff who walk and cycle to gather feedback on issues and plan to address these barriers – many will also be important issues for the wider community.	Low	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council	N/A	N/A
DELIVERY ACTIONS																	
121	D-1	N/A	Form a Steering Committee comprising a cross section of officers with responsibility for delivering actions in the Strategy; representatives from local advocacy groups; representatives from relevant agencies. The committee should meeting at a minimum quarterly to review the progress of the delivery of the Strategy. The committee could be chaired by a Councillor, who would also be the principal (but not sole) supporter of the Strategy.	High	✱										Colac Otway Shire Council	Various	N/A
122	D-2	N/A	Appoint an officer to lead the delivery of the Strategy on a day-to-day basis; to act as the main point of contact for all internal and external queries; to monitor and evaluate the impact of the actions delivered; and to report quarterly to the steering committee.	High	✱										Colac Otway Shire Council		N/A
123	D-3	N/A	Liaise closely with other regional Councils to identify bicycle infrastructure designs that can be adopted.	Medium	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council		N/A
124	D-4	N/A	Explore the development of a 'Place-based' approach to providing for walking and cycling, where infrastructure and associated facilities are considered in the wider context of the public realm (e.g. the street).	Medium	✱	✱									Colac Otway Shire Council		N/A
125	D-5	N/A	Explore how community engagement can be undertaken across project teams as opposed to within one area of Council to ensure outcomes are more closely aligned to community needs.	Medium	✱	✱									Colac Otway Shire Council		N/A
126	D-6	N/A	Provide an online form to enable members of the public to report maintenance issues – the form could support the provision of GIS references.	Medium	✱	✱									Colac Otway Shire Council		N/A
127	D-7	Shire Wide	Commission independent audits of facilities every three years - continually update the maintenance program in liaison with the relevant officers.	High	✱			✱						✱	Colac Otway Shire Council		$50,000 every 3 years
128	D-8	Shire Wide	Ensure that existing facilities are reinstated after the completion of road works.	High	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council	VicRoads	N/A
129	D-9	Shire Wide	Ensure that all road works take account of the needs of cyclists and adequately cater for their continued safe movement where works are taking place, including (but not limited to) the provision of temporary bicycle lanes adjacent to the road works using temporary barriers.	High	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council	VicRoads	N/A
130	D-10	Shire Wide	Develop a program of cleaning and vegetation pruning for on-road and off-road bicycle facilities.	Medium	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	Colac Otway Shire Council		N/A
131	D-11	Shire Wide	Undertake periodic inspections of bicycle parking facilities to (a) maintain their attractiveness and functionality, and (b) remove abandoned bicycles and other obstructions.	Medium	✱		✱	✱			✱		✱	✱	Colac Otway Shire Council		N/A
132	D-12	Shire Wide	Develop business cases for bicycle routes and associated facilities on VicRoads principle bicycle network.	High	✱										Colac Otway Shire Council	VicRoads	N/A


6
Monitoring and Evaluating the Strategy

6. Monitoring and Evaluating the Strategy

6.1 Introduction

This chapter presents a framework for the continuous and consistent monitoring, evaluation and reporting of the measures proposed in the Strategy.

The Strategy should be monitored and evaluated at both a 'Program-level' and 'project-level'. The program-level is the overarching outcome associated with increasing participation in walking and cycling. The project-level outcomes are associated with specific actions in the Strategy.

6.2 Goals

Three overarching goals are proposed, under which sit a range of specific actions:

(1) Healthy People

The Strategy aims to support the health and wellbeing of the Shire's residents by enabling and promoting physical activity through walking and cycling for transport and recreation.

(2) Healthy Communities

The Strategy aims to support the health and sustainability of local communities through the provision of enhanced walking and cycling infrastructure, which will encourage more people onto the street supporting social interaction while reducing reliance on car-based travel for local trips.

(3) Healthy Economy

The Strategy aims to contribute to the health and sustainability of the local economy by supporting local cycling tourism and local businesses.

6.3 Targets and Indicators

6.3.1 Targets

Targets are the metrics for quantifying the outcomes of the Strategy:

- **Target 1:** Increase participation in cycling to 30% for the proportion of the population who have ridden a bicycle at least once in the last 7 days[1].
- **Target 2:** Increase participation in walking to 40% of the proportion of the population who have walked at least once in the last 7 days [2].
- **Target 3:** Zero fatal and serious pedestrian and cyclist injuries by 2023 [3].
- **Target 4:** 95% confidence levels that it is safe to walk and cycle [4].

6.3.2 Indicators

Indicators are measurable or tangible signs that something has been done or that something has been achieved.

Seven different types of indicator are proposed:

- **Infrastructural:** Relates to the delivery of walking and cycling facilities, including on-road and off-road lanes, parking, other end-of-trip facilities, and wayfinding and signage.
- **Participation:** Relates to changes in the proportion of trips by walking and cycling and by whom (e.g. gender and age groups). They also cover participation in Strategy programs (behavioural and promotional).
- **Safety:** Relate to changes in the reporting and severity of pedestrian and cyclist-related crashes. Also covers the perception of safety.
- **Accessibility:** Relates to changes in the level of access to key destinations.
- **Attitudinal:** Relates to the perception of the walking and cycling experience.
- **Financial:** Relates to the level of investment in walking and cycling and contribution to the local economy.
- **Health:** Relates to the impact of walking and cycling on levels of physical activity.

[1] Based on the National Participation Survey for Cycling in Regional Victoria.
[2] Based on ABS Census data for walking participation in Regional Victoria.
[3] Based on the National and State Road Safety Strategy targets of 'Vision Zero'
[4] Based on [to be confirmed]

6.4 Monitoring

The following section presents data collection methods for monitoring the progress of the Strategy.

Super Tuesday Counts

Super Tuesday Bike Counts are undertaken by Bicycle Network in collaboration with municipalities and local volunteers. The project aims to answer two questions:

- How many riders are there?
- Which routes are riders using?

The Colac Otway Shire Council should liaise with Bicycle Network Victoria to explore participation in the annual surveys.

Automated counters

Automated counters can be placed on bicycle routes to measure the level of usage of that route. It is recommended that council use this approach (or undertake manual counts) to measure levels of service on bicycle routes.

Facility audits

Annual audits of walking and cycling facilities, combined with feedback from the public and the local advocacy groups, will provide regular updates on condition, utilisation and provision. These methods can be supplemented from information collated from officers with responsibility for asset management and capital works.

Road Safety Audits

Road Safety Audits provide an important assessment of the condition of these facilities. Section 5.3 provides recommendations on the continuing use of these audits to monitor the condition of facilities.

Intercept surveys

Intercept surveys are a useful tool to monitor the impact of newly delivered facilities or to assess a specific issue. The biggest challenge with this method is that people may refuse to participate (especially if they are cycling). The key is to make the interview very succinct. It may also be worthwhile advertising in appropriate media and with the target cohort and offering incentives to participate, such as a sports drink or a free cycle map. Ample signage would need to be posted to ensure that cyclists who are travelling fast can read the notice in time to decide to stop. Questions will depend on the nature of the survey. The number of intercept surveys done needs to be proportional to the budget for the project, as small projects may merit less investigation as this is a more costly process.

Observational surveys

For selected routes or locations (e.g. where a specific behavioural issue is commonplace) observational surveys should be undertaken to collate both quantitative and qualitative data. The surveys should quantify a behaviour(s) and also attempt to contextualise these observations by examining the impact of the physical environment, and interviewing users of the facility.

Census data

The Australian census takes place every 5 years and records information on transport modes and destination for the journey to work. The last Census took place in 2011 and this data provide useful demographic statistics to inform the overall monitoring and evaluation framework.

National Participation Survey

This survey is administered by the Australian Bicycle Council and is open to local councils across Australia. Participating councils are provided with information about:

- proportion of residents that ride a bike in a typical week, month and year
- cycling participation by gender
- cycling participation by age
- the purpose of bicycle riding (including a range of transport journeys)
- the number of bicycle trips and time spent riding, and
- the number of bicycles in households.

The data allows councils to set benchmarks for cycling strategies, understand how residents use bicycles and identify opportunities for behaviour change and promotions.

Media monitoring

Some basic media monitoring of references to key words such as "active transport Strategy" and the negative or positive sentiments linked to the terms will provide information on the positions taken by opinion leaders in the wider community.

Most Significant Change (MSC)

MSC is a form of participatory monitoring and evaluation. It is participatory because project stakeholders are involved both in deciding the sorts of change to be recorded and in analysing the data. It is a form of monitoring because it can occur throughout the program cycle and provides information to help people manage the program. It contributes to evaluation because it provides data on impact and outcomes that can be used to help assess the performance of the program as a whole.

Whilst MSC is a very powerful tool, it is not used as a standalone tool for monitoring and evaluation for accountability purposes. It is best seen as a very powerful supplementary tool for accountability based systems. Unlike conventional approaches to monitoring, the MSC approach does not employ quantitative indicators, and, because of this, is sometimes referred to as 'monitoring without indicators'.

MSC is an effective tool for monitoring and evaluating the impact of behavioural programs.

6.5 Evaluation

It is important to note that evaluation takes place at the end of a project, while monitoring occurs during the delivery of the project - if you do not monitor, you cannot evaluate.

Four levels of evaluation are proposed for the Strategy:

6.5.1 (1) Self-evaluation

Self-evaluation is proposed for small / short projects (e.g. promotional activities and some behavioural programs) that are delivered over a short timeframe (e.g. 1 day to 1 week).

6.5.2 (2) Participatory evaluation

This is a form of internal evaluation. The intention is to involve as many people with a direct stake in the work as possible. This may mean project staff and beneficiaries working together on the evaluation. If an outsider is called in, it is to act as a facilitator of the process, not an evaluator. This form of evaluation is recommended where projects are undertaken in collaboration with other agencies.

6.5.3 (3) External evaluation

This form of evaluation is recommended for determining the success towards the program-level outcomes i.e. the main goals of the Strategy. This evaluation should be undertaken independently.

6.5.4 (4) Annual program reflection workshop

One of the key failings of many monitoring and evaluation systems is that the outcomes do not get used to inform decision making. To ensure that learnings from the monitoring and evaluation are reflected on and actioned, a reflection workshop is critical. The key purpose of the workshop is to enable a review of the Strategy's performance and impact, and to identify key findings and learnings to inform ongoing or future work and ways of working. Annual reflection and reporting would be informed by the findings from monitoring and evaluation processes undertaken during the financial year.

During this annual reflection workshop the extent to which outcomes have been met will be examined (and if not, why not), and the Steering Committee will reflect on the appropriateness of the goals and the logic themselves. This will be done by examining the discrepancies between expectations and achievements, and the discrepancies between expectations and emergent outcomes. A set of key reflection questions may also be used to examine the achievements.

6.6 Reporting

There will be requirements to report against the Strategy to a number of different internal and external stakeholders at regular intervals throughout the five year timeframe.

On this basis it is vital to adopt a reporting system that is able to satisfy a number of these obligations simultaneously and most importantly, to support continuous learning and adaptation of projects and programs throughout the life of the Strategy. The following system is recommended as a way of systematically capturing information relevant to a diverse range of stakeholders for each project.

6.6.1 Project-level reporting

For each project (infrastructure, facilities, behavioural program and promotional campaign/activity) an end of project performance story report should be produced. It will comprise a short report of approximately 10 pages covering:

- background and context
- quantified and qualified results
- key achievements, key issues, unexpected outcomes and recommendations
- stories
- evidence base

These reports can be summarised as news stories and published on the Colac Otway Shire Council website and newsletters to communicate progress with the community.

6.6.2 Program-level reporting

An evaluation of the Strategy itself should be conducted on an annual basis. In this case it is suggested that the findings of the methods conducted at the Strategy level be combined with data collected at the project level to create a whole of Strategy performance report. The project-level performance reports would be included as an appendix in this report.

This report could be structured against the following headings:

- Executive summary
- Background to the program
- Background to the evaluation
- Key findings
- Conclusions
- Recommendations
- Appendices including project performance story reports.

Recommended reports will need to combine quantitative and qualitative data (stories) in an engaging and visually appealing manner. An executive summary version should be developed and issued to all households and businesses.

6.6.3 Steering Committee reporting

Quarterly reports should be prepared and issued to the Steering Committee in advance of the quarterly meetings.

These reports will summarise: the project-level reports; progress on the delivery of the implementation plan; projects to be delivered in the next quarter, and a budgetary review. Project-level reports can be included in the appendix.

6.7 Data management

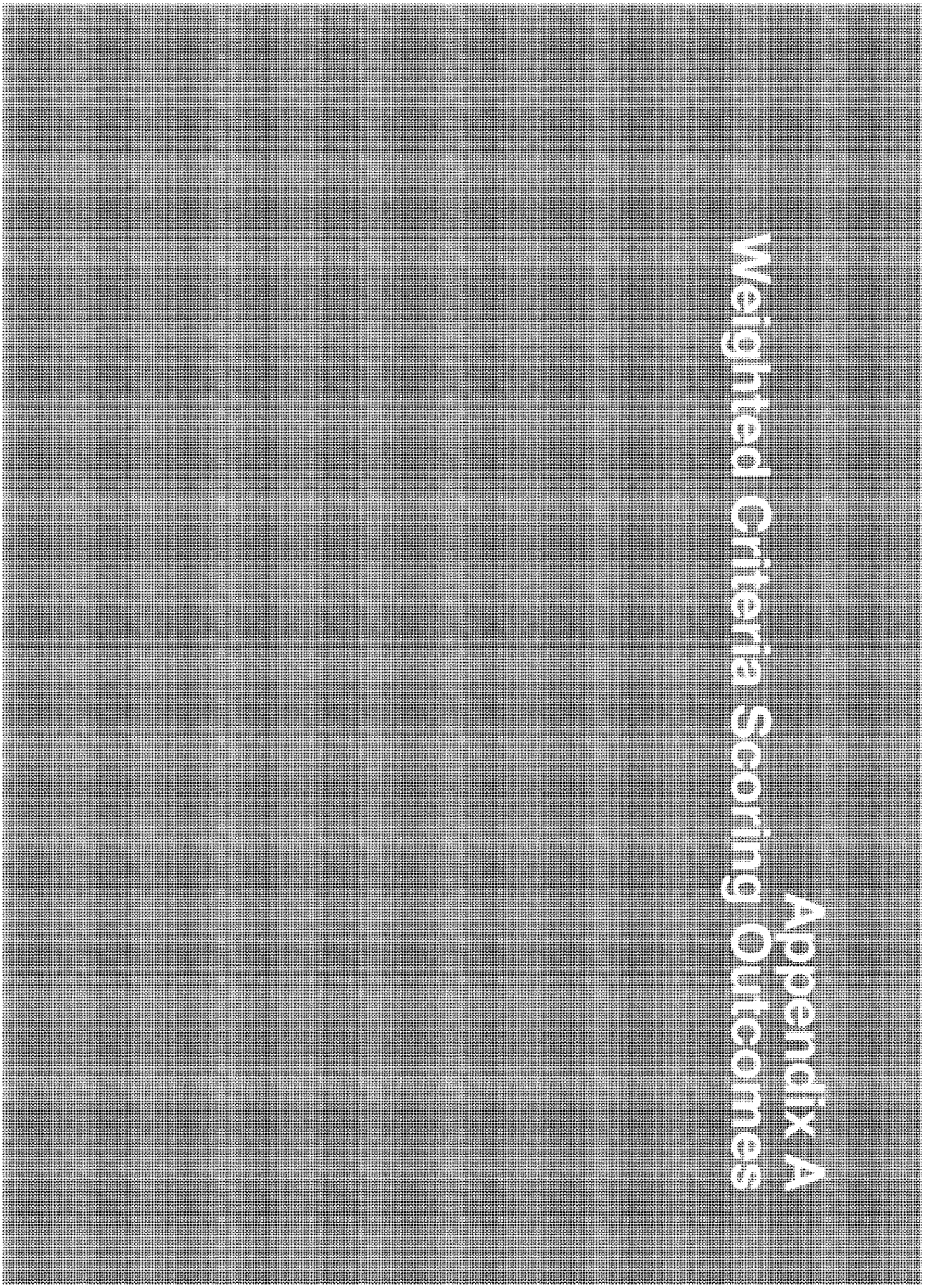
A central database should be created for the systematic storage of data and information relating to the monitoring and evaluation of all projects and the program.

6.8 Summary

Table 8 below presents a summary of the final monitoring and evaluation framework.

Table 8: Monitoring and Evaluation Framework Summary

PERFORMANCE INDICATORS			RELATED TARGETS	DATA COLLECTION		
NO.	TYPE	DESCRIPTION		PRIMARY	SECONDARY	OTHER
1	Infrastructural	% increase in bicycle routes	Target 1	Capital Works	Facility Audits	
2	Infrastructural	% increase in footpaths	Target 2	Capital Works	Facility Audits	
3	Infrastructural	% increase in wayfinding (signs, stencils and boards)	Target 1 & 2	Capital Works	Facility Audits	
4	Infrastructural	% increase in bicycle parking at green open space	Target 1	Capital Works	Facility Audits	
5	Infrastructural	% increase in bicycle parking on shopping strips	Target 1	Capital Works	Facility Audits	
6	Infrastructural	% increase in bicycle parking at rail stations	Target 1	Capital Works	Facility Audits	
7	Infrastructural	% increase in bicycle parking at educational facilities	Target 1	Capital Works	Facility Audits	
8	Infrastructural	% increase in bicycle facilities at intersections	Target 1	Capital Works	Facility Audits	
9	Infrastructural	% increase in transitions from bicycle lanes to intersections	Target 1	Capital Works	Facility Audits	
10	Infrastructural	% increase in pedestrian crossing facilities	Target 2	Capital Works	Facility Audits	
11	Participation	% increase in participation in walking and cycling	Target 1 & 2	Annual Active Transport Survey	National Participation Survey	Super Tuesday Counts
12	Participation	% increase in regular walkers and cyclists	Target 1 & 2	Annual Active Transport Survey	National Participation Survey	Super Tuesday Counts
13	Participation	% increase in new walkers and cyclists	Target 1 & 2	Annual Active Transport Survey	National Participation Survey	Super Tuesday Counts
14	Participation	% increase in female to male ratio of cyclists	Target 1	Annual Active Transport Survey	National Participation Survey	Super Tuesday Counts
15	Safety	% decrease in serious and fatal pedestrian and cyclist injury crashes	Target 3	VicRoads CrashStats	Police Records	Hospital Records
16	Safety	% decrease in residents not cycling due to traffic safety concerns	Target 3	VicRoads CrashStats	Police Records	Hospital Records
17	Accessibility	% of stations with direct links to walking and bicycle routes from all directions	Target 1 & 2	Annual Active Transport Survey		
18	Accessibility	% of residents within 500m of a walking and cycling route	Target 1 & 2	Annual Active Transport Survey		
19	Accessibility	% increase in residents able to access destinations by walking and cycling routes	Target 1 & 2	Annual Active Transport Survey		
20	Attitudinal	% of residents who feel safe and comfortable walking and cycling	Target 4	Annual Active Transport Survey		
21	Attitudinal	% of residents who are satisfied with walking and cycling routes	Target 4	Annual Active Transport Survey		
22	Attitudinal	% of residents who are satisfied with the legibility of the network	Target 4	Annual Active Transport Survey		
23	Attitudinal	% of residents satisfied with availability of public bicycle parking	Target 4	Annual Active Transport Survey		
24	Financial	AUD value increase in funding for walking and cycling	Target 1	Annual Report	BiXE Account	
25	I lealth	% of residents meeting min level of physical activity through walking and cycling	Target 1 & 2	Annual Active Transport Survey	VicI lealth Community Indicators	


Appendix A
Weighted Criteria Scoring Outcomes

Scoring Outcomes & Prioritisation Framework

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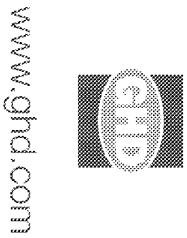
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ATTACHMENT 2 - COLAC OTWAY SHIRE ACTIVE TRANSPORT STRATEGY CONSULTATION RESULTS

Following release of the draft Colac Otway Active Transport Strategy in May 2013 for a public exhibition period of six weeks, 24 submissions were received by Council.

The following table summarises the feedback received. All comments were considered by the Project Steering Committee and project consultant with recommendations for some amendments to be made to the report before it was considered by Council for adoption.

Issue	Details / Comments
Apollo Bay Community	Following comments received from the Apollo Bay community, it is strongly identified that there is a need for the development of pedestrian crossings and footpaths in close proximity to the school and kindergarten. Other sites identified in need of crossings were at Skenes Creek.
Red Rock Region	Consideration to be given to linking Active Transport Strategy actions to recommendations in the Draft Red Rock Region Community Infrastructure plan.
Colac	It was noted that there are objections to proposed mid-block crossings in Colac.
Wye River and Separation Creek	The Wye River and Separation Creek Progress Association request that construction of a bridge over Separation Creek be added to the Strategy and with high priority.
Lavers Hill and District Progress Association.	The Lavers Hill and District Progress Association provided comments about proposed road treatments in this area and suggested alterations to maps to increase accuracy. Requests to raise the priority of the shared path from Lavers Hill school to Melba Gully Road, review the proposed roundabouts and support for reducing the speed limit in townships were also made.
Implementation of the Strategy	It was evident that a number of the actions will need to be implemented in close consultation with stakeholders / agencies e.g. Vic Roads and committees.

Summary of Submissions

The following table provides a summary and analysis of formal submissions received in response to the Draft Colac Otway Active Transport Strategy.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 1:	• The submission commented that overall the strategy looks good and that it is good to see as a local resident who prefers to walk /ride rather than drive.		√	• Noted.
	• It was highlighted that the submitter has had to stop using the Great Ocean Road for cycling in mid-summer due to heavy traffic.		√	• Noted.
	• The submission identifies there is no mention of the existing path at Apollo Bay along seafront from the golf club to Wild Dog creek, which is a serious omission. The writer suggests it would be logical to upgrade the Apollo Bay pathway (as this is suggested for the remainder of the path from Apollo Bay to Marengo.)	√		• The Strategy has been amended to include this path on the Apollo Bay map so the full network of paths is shown. • Reference to the work being undertaken by the Otway Coast committee has been included in the Strategy.
	• The submission highlights that there is no mention of the planned path from Wild Dog Road to Skenes Creek (listed in the Otway Coastal Committee Management Plan November 2012.) It is suggested to include the proposed path from Wild Dog road to Skenes Creek in Apollo Bay map.	√		• The path has been added to the map to reflect this requested change.
	• The submission suggests it would be good to have a walking/cycling track from Petticoat Creek to link up with the walk at Marengo.		√	• Considered recreational and therefore beyond the scope of this strategy.
Submission 2:	• The submission highlights concerns at having a priority pedestrian (zebra) crossing along the main shopping precinct of Murray Street.		√	• The suggestions in the document are conceptual plans only and would need to be further explored in more detail before being implemented. Actual design details will be dealt with at this time.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	Objection is in the interest of community safety i.e. people stepping out to cross the road and having right of way. Vehicles may not have the ability to stop safely with zebra crossings.			• It is a legal requirement to stop if people are on a zebra crossing.
	• The submitter is a self-employed livestock transport driver who is often unable to avoid Murray Street (as it would add an additional 20 minutes to his trip). Proposed zebra crossings will create issues for trucks stopping and starting. B double trucks may not be able to fit between crossings.		√	• See comment above. The suggestions in the document are conceptual plans only and would need to be further explored in more detail before being implemented.
	• The submission suggests that if it is absolutely necessary to install pedestrian crossings, a set of pedestrian lights should be installed so traffic is given notice and has the ability to stop safely.		√	• See comment above.
Submission 3.	• The submission requests to see a better footpath developed between Marengo and Skenes Creek.	√		• Will be addressed as per submission 1.
	• The submission highlights the need for a footpath between the Great Ocean Road and Trafalgar Street, next to the Golf Club.		√	• This request has been identified in the Draft Colac Otway Shire Apollo Bay Commuter Footpath Strategy as a shared network and will be addressed through this Strategy.
	• The submission identifies that the submitter was happy to see identified “high priority” items (re table 7 items 7 and 17). Comments made in regards to the new		√	• Noted.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	footpath outside Foodworks were favourable. However, there was a request that the footpaths should continue to the actual corners.			
	• The submission requests to see the way finding signage priority behind the needs of new footpaths.		√	• Infrastructure-related actions were fairly assessed and prioritised using a Weighted Criteria Scoring System. The Weighted Criteria Scoring System is based on four categories as follows: Land-use / Accessibility, Traffic Impact, Safety and Connectivity. All actions were assessed using the same process. • It is anticipated that the Draft Colac Otway Shire Apollo Bay Commuter Footpath Strategy will be available for public exhibition and comment in early 2014.
	• The submission identifies the need for a zebra crossing at the intersection of Nelson Street and the Golf Club.		√	The intersection is currently under review for vehicle movements and as a part of that process, consideration would also be given to pedestrian movements. This request will be reviewed as part of Draft Colac Otway Shire Apollo Bay Commuter Footpath Strategy.
Submission 4:	• The submission identifies that the writer is very happy about a pedestrian crossing listed as high priority for Whelan and Pascoe streets.		√	• Noted.
	• The submission notes that footpaths proposed on residential streets are great e.g. Martin, Thomson Street.		√	• Noted.
Submission 5:	• The submission identifies that the writer is very happy about a pedestrian crossing put as high priority for Whelan and Pascoe streets.		√	• Noted.
	• The submission notes that footpaths proposed on residential streets are great e.g. Martin, Thomson Street.		√	• Noted.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 6:	• The submission suggests the installation of some pedestrian crossings in Apollo Bay which are timed or have push buttons - designed to not hinder traffic flow.		√	• Lights would have a greater impact on traffic flow than a crossing. • Pedestrian activated lights could be considered at a later date subject to complying with engineering requirements and obtaining Vic Roads approval. Detailed design would take place at this time.
	• The submission notes that it is good to see photographic evidence of incomplete paths etc and all proposed pedestrian crossing for Apollo Bay are fantastic. • Perhaps consider another from the Kindergarten to Otway Health across Pengilley Ave. • Also consider using timed crossing or push buttons as interruption to traffic flow is a major issue in the main street of Apollo Bay in peak periods. We need to be mindful of this when installing multiple crossings in the town.	√		• The suggested crossing at Pengilley Ave warrants further investigation. The provision of a pedestrian crossing on Pengilley Avenue between the Health Centre and kindergarten has been included in the Strategy. • Pedestrian activated lights could be considered at a later date subject to complying with engineering requirements. Detailed design would take place at this time.
	• The submission refers to the installation of pedestrian crossings to help cross the Great Ocean Road at Old Coach Road to the caravan park and from the bus stop to the caravan park.	√		• This has been included in the Strategy.
Submission 7:	• The submitter notes the following barriers to walking around town: "The streets are all very wide, this is of particular concern at the Pascoe, Hardy street intersection, and it takes me over 36 steps to get over the road. When you combine that with traffic coming from all directions, my sight difficulties and traffic going speeds of 50 kilometres and over, it		√	• Noted. This is currently supported in the Strategy. • Alternative treatment options need to be investigated for this intersection.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 7:	makes it very difficult to cross. Over seasonal periods it is impossible."			
	The submitter has stated the following: • "I use the Pascoe, Hardy Street route crossing as it conjoins with the footpaths and is a direct route to the doctors, supermarket and main street facilities. The council have brought the curb out to try and address the issue, but I am afraid that it does not suffice, when you are using these curbs it actually means that you are "j" walking and it still doesn't make the cross any easier." "These are the options that I feel need to be taken at this intersection: • Pedestrian refuge • Lowered speed limit (this would be useful in all streets around community facilities considering that in most street intersections drivers have right of way (i.e. Costin street, McLachlan street, Pascoe street) • A roundabout or • Pedestrian lights The above points pose even more of a concern now as the town gets busier and busier each year."		√ √ √	• Alternative treatment options need to be investigated for this intersection. • This can be considered as part of the draft Colac Otway Apollo Bay Commuter Footpath Strategy. • Lowering the speed limit and streetscape design are addressed in the Strategy.
	• The submission notes that McLachlan Street is hard to cross and very much needs a crossing for peak hours. A roundabout positioned there would slow traffic down.	√		• Crossing at McLachlan Street considered as part of the Strategy.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	• The traffic on Pascoe Street often cuts the corner.		√	• Noted
Submission 8:	• The submission notes that the Kindergarten needs to be shown on the maps.	√		• Map has been amended in Strategy to reflect this change.
	• The submission notes that the following is needed: - a crossing (or two) need to be a priority for the Kindy corner and another across the top, school end of Pengilley Avenue. - Signs need to show where you can and cannot park in the bike lanes - Use the American crossings at the corner street (see photos on delivering strategies in Active Transport Strategy.)	√		This will be partially addressed as per submission 6. • In addition, a crossing is proposed at the northern end of Pengilley Ave.
	• The submission requests to complete the footpath along Costin Street. There are only two more blocks to complete and the streets leading to that part are the ones with the most school students in them.		√	• It is anticipated that the Draft Colac Otway Shire Apollo Bay Commuter Footpath Strategy will be on public exhibition early 2014 providing opportunity for community input.
	• The submission noted that the proposed footpath map (for Apollo Bay) looks great and that it was great to be included in the discussion.		√	• Noted.
Submission 9:	• The submission noted that it was pleasing to see that footpaths are proposed for residential streets e.g. Montrose, Martin, and Thompson.		√	• Noted

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	• The submission identifies that the following is needed: - more pedestrian crossings are needed especially around the Kindergarten and the school (Pengilley Ave, McLaughlin Street)	√		• Will be addressed as per previous submissions.
	- Gallipoli Parade needs bike lanes and footpaths as it is a main route to school. Cars are often trying to avoid children on foot and bikes attempting to reach school via Ramsden Avenue entrance.		√	• The provision of bicycle lanes on Gallipoli parade would be difficult due to the lack of available width. Consideration should be given to reducing the speed limit and enforcing parking regulations during school travel times.
	- Ramsden Avenue also needs foot paths and bike lanes – high priority for the school area.		√	• This can be considered as part of the Colac Otway Apollo Bay Commuter Footpath Strategy.
	- More street lighting would be great.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath Strategy.
	- More paths needed leading to the harbour (currently listed as low/medium priority in the strategy) but are needed urgently. In summer the high volume of car/people/traffic creates hazards along the edge of the golf course (Nelson Street?).		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath Strategy.
	- It is almost impossible to walk to the harbour from town with a pram in the peak season.		√	• Noted. • This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath Strategy.
	• The submission suggests a crossing is needed at Skenes Creek/Great Ocean Road for residents to access the beach crossing on either side of Skenes Creek bridge.	√		• Crossing has been added to the Strategy. • Approval from Vic Roads would be required for this request. Further investigation and evidence would be necessary to support this submission.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	• The submission identifies a need for maintenance on the shared path from Apollo Bay to Wild Dog Road. It is not accessible to prams.		√	• Noted. Refer to Otway Coast Committee.
Submission 10:	• The submission noted that it was pleasing to see that footpaths are proposed for residential streets. Also pleasing to see suggested intersection upgrades at Whelan/Pascoe and that the Great Ocean Road and Nelson Street are priorities.		√	Noted.
	• The submission suggests the following is needed: - More lights of some sort at the pedestrian crossing in Main Street (Great Ocean Road) because of traffic bank up for kms.		√	• Lights would have a greater impact on traffic flow than a crossing. • Pedestrian activated lights could be considered at a later date subject to complying with engineering requirements and obtaining Vic Roads approval. Detailed design would take place at this time.
	• Pedestrian crossing needed in McLachlan Street (near Pengilley) near the Kindergarten	√		• Addressed as per previous submissions
	• Connections between existing footpaths need to be made in various places in Apollo Bay as mentioned earlier.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy.
	• Bus parking – this is problem for pedestrians/cyclists. It impacts on visibility, endangers safety a designated area needs to be provided.		√	• This issue is beyond the scope of this strategy. • Information to be passed on to Council's Infrastructure Department for further investigation.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 10:	• A footpath alongside the golf course (Nelson Street on opposite side of road to the golf course.) There is a lot of traffic here, particularly in summer and nowhere to get off the road except at the golf course which is not safe. Very rough at the moment for prams.		√	• This request is included in the plan.
	• Existing bike lane along McLachlan Street is good, but it is very rough (road surface is bad.)		√	• Noted.
	• Better street lighting (or more of) along McLachlan, Moore streets – particularly areas where there are footpaths.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy.
	• The submission identifies a need for improved school access at Ramsden Ave Apollo Bay, which is used by school children. Access to the bike entrance at the school has no bike lanes or footpath. It is a narrow street with a lot of cars parked along the edges. Children on bikes are often forced out in to the centre of the road with no other place to ride.		√	• The provision of bicycle lanes on Gallipoli parade would be difficult due to the lack of available width. Consideration should be given to reducing the speed limit and enforcing parking regulations during school travel times. • This can be considered as part of the Colac Otway Apollo Bay Commuter Footpath Strategy.
Submission 11:	• The submission identifies a need for Pengilley Ave to have both sides of the footpath completed and a zebra crossing into Otway Health from the Kindergarten to day-care, plus a school crossing over Ramsden Ave.	√		• Will amend as proposed

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	• The submission identifies a need for a road crossing at Skenes Creek/Great Ocean Road with pedestrian lights to press when crossing from bottom of Old Coach Road to Caravan Park beach side across Great Ocean Road.	√		• Will amend as per previous submissions.
	• The submission noted that it was pleasing to see the proposed plans for more footpaths and the planned crossing towards the harbour.		√	• Noted
Submission 12:	• The submission suggests putting in a footpath along Forest Street from the Wilson Street corner to the "Food on Forest" street shop, then on to the Wallace Street intersection. This would greatly assist Colanda residents and staff to walk along Forest Street.		√	• Noted. • To be reviewed as part of the Colac Footpath Strategy.
Submission 13:	• The submission recommends that the strategy should follow the recommendations in the Red Rock Region Community Draft Infrastructure Plan, particularly the need for a combined walking/cycling path from Cororooke to Coragulac and improved safety at major intersections.	√		• The Red Rock Region Community Draft Infrastructure Plan was developed post completion of the research and analysis undertaken for the Active Transport Strategy. As such the specific recommendations could not be included. However, the plan has since been endorsed by Council to be placed on public exhibition and therefore all recommendations relating to walking and cycling infrastructure in the Red Rock region are supported in this Strategy.
	• The submission also makes the further suggestions that: - The plan acknowledges the popular		√	• First point relates to recreational use. This is beyond the scope of the Active Transport Strategy.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	use of the roads in the area by recreational riders and bike clubs. - The Red Rock Region Community Infrastructure Plan recommends exploring the opportunities for a rail trail/bike trail via a feasibility study. This is not referred to in the Active Transport Strategy. - There is no reference to Alvie or Warrion or to Red Rock Lookout, but many cyclists use this route.		√ √	• Second point needs further consideration. The rail trail is a broad concept at this time and requires significant further investigation. Note comments above. • Noted.
	• The submission requests the following: A rail trail following the old Alvie train line out from Colac to Alvie (or as near as possible.) This could take in the key tourist stops of the Red Rock Regional Theatre Arts gallery, Red Rock and the Red Rock Winery. This would create a safe cycling trail from this district to Colac that would also assist in marketing the district to key group cyclists that currently visit Forrest & surrounds.		√	• First point relates to recreational use and is beyond the scope of the Active Transport Strategy. • It should be noted that the majority of riders at Forrest are Mountain Bike riders who have different needs to on road cyclists.
Submission 14:	• The submission requests a footpath along Alvie Rd that goes to the Alvie school. There are a number of families that live in Alvie and send their children to the local school who would then be able to safely walk /ride to school without the threat of milk trucks and other large road vehicles.	√		• Further to previous submission on this area, the Red Rock Region Community Draft Infrastructure Plan was developed post completion of the research and analysis undertaken for the Active Transport Strategy. As such the specific recommendations could not be included. However, the plan has since been endorsed by Council to be placed on public exhibition and therefore all recommendations relating to walking and cycling infrastructure in the Red Rock region are supported in this Strategy.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	• The submission provides a 'wish list' for the local community including the following items; • Footpath/bike path connectivity between the school/shop/Red Rock Regional Theatre & Gallery, Maternal Health centre and cafe • Bike path in the Alvie area – Lake Corangamite to Red Rock, for visitors, bike clubs and school children. • Generally safe areas to walk or ride or both in the Alvie/Warrion/Cororooke area – both schools (St. Brendan's and Alvie Cons.) have no safe access by foot.	√		• Refer to above comments.
Submission 15:	• The submission notes that it has been an interesting exercise considering the things that encourage/discourage active lifestyles. Based on the writers own personal experience, she used to walk/ride her bike everywhere when she lived in Barwon Heads, but since moving to Alvie 12 years ago, she has not been on her bike at all. Milk trucks, farmers in utes, rough road sides, gravel, potholes, snakes and mum's doing frantic school drop offs etc don't really enhance the walking/riding experience.		√	• Further to previous submission on this area, the Red Rock Region Community Draft Infrastructure Plan was developed post completion of the research and analysis undertaken for the Active Transport Strategy. As such the specific recommendations could not be included. However, the plan has since been endorsed by Council to be placed on public exhibition and therefore all recommendations relating to walking and cycling infrastructure in the Red Rock region are supported in this Strategy.
	• Obviously we can't all have footpaths to our door, but it would be nice to have somewhere local to walk without having to be hyper-vigilant. We live in South Dreeite Road Alvie and often go into		√	• Noted.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	Cororooke for lunch/coffee and things on at the gallery.			
	• The submission also notes the observations made by family members of people with a disability regarding the lack of bus shelters for people who like to use the bus in Colac. If there were more shelters then carers would be more likely to rostered on for travel training with people.		√	• Noted.
Submission 16:	• The submission states that the Council should be congratulated on the Draft document which is comprehensive, easy to follow and is geared to meet the needs of locals who benefit greatly from the Active Transport programme. Visitors will benefit as well. Very enjoyable document to read and look forward to the strategy coming to fruition.		√	• Noted.
	• The submission suggests avoiding concrete to be used in the construction of paths and walking tracks in favour of something less jarring on the joints.		√	• Noted.
	• Seats scattered around for people to rest as they walk would be a good idea.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 17: Wye River , Separation Creek progress Association inc	• The submission identifies that the Wye River, Separation Creek Progress Association Committee has reviewed its own priorities for such developments and is firmly of the view that the most important and urgent single development to protect as well as to encourage foot traffic in our townships (Wye River and Separation Creek) is the addition of a pedestrian bridge alongside the Great Ocean Road at Separation Creek, where the road crosses the Creek.	√		• Strategy amended to reflect this requested change.
	• The lack of a pedestrian bridge across Separation Creek means children from Separation Creek going to and fro from the playground or the sole local shop (both of which are in Wye River) are forced to cross the creek either on the beach when the tide could be high and the creek flowing strongly, risking drowning, or to cross on the highway bridge between trucks and buses that regularly use the bridge, risking injury or death from a motor vehicle. Traffic flow is such that frequently both lanes are occupied by large commercial vehicles travelling at 60kph while children and adults are forced against the bridge railing to avoid impact. Given time, tragedy is assured at this location.	√		• Strategy amended to reflect this requested change.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 17: Wye River , Separation Creek progress Association inc	• In our understanding it is a duty of care obligation to deal with a clearly foreseeable hazard for children and other pedestrians negotiating a narrow section of roadway (sans footpath), or clambering around the rocks and taking their chances with high tides and big waves. The danger is exacerbated in peak holiday times with more traffic, kids and first-time visitors.	√		• Strategy amended to reflect this requested change.
	• We request that construction of this bridge be added to the Strategy and with high priority.	√		• Strategy amended to reflect this requested change.
Submission 18:	• The submission notes that the writer has not had a great deal of time to review the document, however has the following comments to make: - Lack of footpaths is a major barrier for walkers and for cyclists under 10 years of age (too young to ride on roads). Good that this is recognised in the document.		√	• Noted.
	- The Strategy must focus on the needs of children, as half of the Australians who walk, bus or bike to work or school are children. 34% of Australians who cycle in a week are aged under 10 and another 19% are aged under 18.		√	• Noted.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	- Start designing higher density towns where it takes less time to walk or cycle to everyday destination then people will be more likely to walk or cycle.		√	• Noted, however this is considered beyond the scope of this Strategy.
	- Suggestion to avoid setting targets for walking and cycling unless Council has a full understanding of what will be required to achieve the targets.		√	• Noted.
	- Ignorant drivers are a significant barrier to walking and cycling.		√	• Noted.
	- Do not be seduced by the cycling lobby – more Australians get to work by walking to and from bus stops than cycling to work. More Australians walk all the way to work than cycle to work.		√	• Noted.
Submission 19: Beeac Progress Association	• The submission raises four issues of relevance to Beeac: - The urgent issue to be addressed is the lack of serviceable pedestrian footpaths and a walking track along the Lake Beeac foreshore. Currently, we have a submission before council for funding under the Small Town Improvement Program for the development of a walking track along the shores of Lake Beeac with linkages to the town footpaths. Upgrading of the town		√	• Noted. Acknowledged in Draft Active Transport Strategy. • Consider as part of broader development of the Colac Otway Commuter footpath strategy.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 19: Beeac Progress Association	footpaths is currently the number one priority under the town Master plan. We have made it very clear that we are not seeking a large amount of money for asphalt or concrete. We only require a sheet of gravel to give a firm, safe all-weather surface that will link up with the proposed lake walking track. Mothers with prams and the several elderly residents with electric scooters are at present compelled to use the roadway to access the town centre. - The Beeac Heritage Walk (brochure enclosed) also requires upgrading of the footpaths to enable visitors to appreciate Beeac's history.			
	- Pedestrian Crossing – Main Street → Mingawalla Road. The current school crossing is designated Medium Priority for an upgrade. This crossing could have its visibility enhanced but we question the need for an $88,000 upgrade.		√	• Noted
	- Pedestrian Crossing – Main Street to Reserve (Windmill Park) - Seen as a low priority as there is good visibility. Could become a higher priority with future residential development on east side of Main Street.		√	• Noted
	- High Speed Limit – Currently 60 kph - Given the length of built-up area a reduction to 50kph on a main arterial road seems a bit unrealistic.		√	• Noted.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 20:	• The submission presented a summary of results received from a Walkability audit conducted in March 2013. • No formal road crossings, pedestian right of way or safety infrastructure at any of the routes taken as part of walkability audit.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy. • Addressed as per previous comments.
	• Lack of street lighting on routes.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy.
	• Footpaths ending before the corner of the street, leading people to walk on unstable and muddy/grassy grounds.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy. e.g. Costin Street, Nelson and McLachlan.
	• Physical space does not support a safe environment in areas that could suport large amounts of pedestrian activity.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy
	• Lack of smooth transition between curb and roads.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy.
	• Placement of curbs in many cases suggest “j walking” i.e. Ramsden Street and McLachlan cross over.		√	• This request can be considered as part of the Colac Otway Apollo Bay Commuter Footpath strategy.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	• Lack of connectivity between footpaths.		√	• Noted.
	• It was concluded that on the routes chosen for the audits the current environment does not support walkability, particularly for people with mobility issues or people using prams or walking with young chidlren.		√	• Noted.
Submission 21: Red Rock Regional Theatre & Gallery Inc.	• It is the view of committee members that the suggested footpath for Cororooke & Coragulac is not the best option to encourage people living in/visiting the Cororooke/Coragulac area to become more active. To meet the stated key issues: • Missing pedestrian footpaths • Connection with Coragulac and Colac • High Speed limit The committee encourages consideration of footpaths/crossings linking Embreys' Store, Cafe Rooke, the Maternal & Child Health Centre and Red Rock Regional Theatre & Gallery (RRRTAG).	√		• The suggested footpath for Cororooke & Coragulac has been identified in a number of strategies and plans from the community. • Further to previous submission on this area, the Red Rock Region Community Draft Infrastructure Plan was developed post completion of the research and analysis undertaken for the Active Transport Strategy. As such the specific recommendations could not be included. However, the draft plan has since been endorsed by Council to be placed on public exhibition and therefore all recommendations relating to walking and cycling infrastructure in the Red Rock region are supported in this Strategy.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 22: Red Rock Progress Association	• The Red Rock Progress Association endorse the comments regarding footpaths in Cororooke but want the details to agree with those in the Community Infrastructure Plan. • In particular, we want a shared footpath and cycle track linking Cororooke and Coragulac. The Plan also proposes a study for a bike trail along the old Alvie branch line to link Colac and Cororooke by bike.		√ √	• Further to previous submission on this area, the Red Rock Region Community Draft Infrastructure Plan was developed post completion of the research and analysis undertaken for the Active Transport Strategy. As such the specific recommendations could not be included. However, the draft plan has since been endorsed by Council to be placed on public exhibition and therefore all recommendations relating to walking and cycling infrastructure in the Red Rock region are supported in this Strategy • Second point needs further consideration. The rail trail is a broad concept at this time and requires significant further investigation.
	• We would like to see a 50 km/h speed limit in Cororooke to replace the current 60 km/h because of the danger posed to pedestrians at the intersection.		√	• This request is a matter for Vic Roads to consider. • Noted. This is considered as an identified option in Active Transport Strategy.
	• We want the current use of the roads in the district by many cyclists to be acknowledged, and propose the use of prominent signs at entries to the circuit to indicate to motorists that they must share the roads in the interests of safety (especially during the fortnightly races).		√	• This request is largely recreational and beyond the scope of the Active Transport Strategy. This information however can be forwarded to Infrastructure for information.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 23 Lavers Hill and District Progress Association	• Lavers Hill and District Progress Association is supportive of the strategy and commends the Shire for taking on this project. We endorse the goals of "healthy people, healthy communities, healthy economy."		√	• Noted.
	• This submission only addresses the parts of the strategy that apply to Lavers Hill. Please note that although most of the following comments are criticisms of specifics in the draft document, LHDPA is supportive of the strategy overall.		√	
Submission 23 Lavers Hill and District Progress Association	• Page 41 of the draft document shows a streetscape concept as " cross sectional layout for Colac-Lavers Hill Road". The road shown in the image and the photo next to it are actually the Great Ocean Road. The Great Ocean Road turns in Lavers Hill - the road heading South and the road heading West are both Great Ocean Road. • That image shows a median strip across the entrance to Blackwood Gully Restaurant – that median strip would block access to Blackwood Gully for traffic heading East, and would be in the way of the right turn lane for traffic facing east to turn South along Great Ocean Road (towards Apollo Bay). A narrow median strip would be a possibility further West in Lavers Hill (doubtful if the road is wide	√ √		• Noted. There were some inaccuracies associated with the image which have been amended. • The render has been amended to show a break in the median for access to the restaurant.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	enough) but not at that point.			
	• Also that image shows a footpath on the right of the picture, between the proposed bike lane and the existing barrier fence. In fact there is already a pedestrian boardwalk behind the barrier fence. The existing boardwalk is separate from vehicle and bike traffic so would be safer and preferable to the footpath in the image.		√	• The inclusion of the footpath adjacent to the road is part of a streetscape treatment. By having the footpath in this location we are raising the importance and priority of people in this area. The higher visibility of people walking will contribute to a greater sense of place. Therefore no change is proposed. • Critically, as noted in the strategy, this is a concept, not a design.
Submission 23 Lavers Hill and District Progress Association	• The South side of Great Ocean Road already has a concrete footpath, and it is substantially higher than the road through most of its length, with the nature strip (often steep) providing the link between the two heights. The existing footpath was completed by council within the last 10 years so should be incorporated into the final draft. (rather than the footpath right next to the bike lane as shown in the cross section.) • Only in College Drive the path needs to be realigned to get it above the surrounding ground to prevent the current problem with flooding and mud, as noted in our earlier submission.		√	• Refer to comments above.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
Submission 23 Lavers Hill and District Progress Association	• That image also shows a pedestrian crossing across Great Ocean Road near the entrance to Blackwood Gully which would be a good idea but is not shown on the map above it, nor in the actions on page 53.	√		• Lavers Hill map in Strategy has been amended to reflect this requested change.
	• LHDPA strongly supports dropping the speed limit through Lavers Hill to 50 km/h where it is currently 60. We understand that Lavers Hill is the only town on the Great Ocean Road with a 60 km/h limit, all others are 50 or lower. The highest priority should be getting the speed limit lowered.		√	• The reduction in speed limit is already included in the strategy – see 4.4.4.
	• The map on page 41 shows two roundabouts – one at the Great Ocean Road intersection and one at Lavers Hill-Cobden Road intersection. LHDPA does NOT support a roundabout at Lavers Hill-Cobden road, though a roundabout at Great Ocean Road corner could be good. Cobden Road corner is too close to the other roundabout, two roundabouts so close would be very confusing, especially for overseas tourists not familiar with the layout. Also that corner has to deal with not only traffic on each road, but also traffic accessing the post office / general store / petrol pump. Some very large vehicles pass through there – tourist buses, log trucks, milk tankers, enormous Winnebagoes – so the roundabout at the Great Ocean Road would have to be carefully designed to accommodate them. Two roundabouts so		√	• The detailed design of streetscapes and intersection treatments are not part of the strategy. These issues will be considered at the appropriate time in the design process – no specific changes proposed.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	close together with the traffic mix we have would be chaos.			
Submission 23 Lavers Hill and District Progress Association	• Lavers Hill and District Progress Association is very disappointed that the proposed shared path from Lavers Hill school to Melba Gully Road is given the lowest priority- on p41 on the map, it is listed as “not included in this strategy” and on p53/54 list of actions it is listed as item 67 “explore extension of Old Beechy Rail trail along disused railway line” as only getting action in year 10 !!! This should be the second highest priority, after lowering the speed limit. This section of Great Ocean Road has NO safe provision for pedestrians or bikes, despite having regular traffic of both. The rest of Lavers Hill has either a concrete path on one side of the road (Great Ocean road), or at least a grass path (Cobden road.) West of the school, the ONLY option is to walk along the Great Ocean road, on several parts vegetation and topography force pedestrians onto the vehicle traffic part of the road surface. As someone who either cycles or walks along this area most days, I can assure Council that this stretch is VERY dangerous, with car drivers unable to see pedestrians until they are about to run them over. Near misses are very frequent and giving high priority to providing a safe walking and		√	• Infrastructure-related actions were fairly assessed and prioritised using a Weighted Criteria Scoring System. The Weighted Criteria Scoring System is based on four categories as follows: Land-use / Accessibility, Traffic Impact, Safety and Connectivity. All actions were assessed using the same process and criteria. It is acknowledged that this submission request may be ranked higher in other Council strategies and policies, however it’s ranking in this Strategy will remain unchanged.

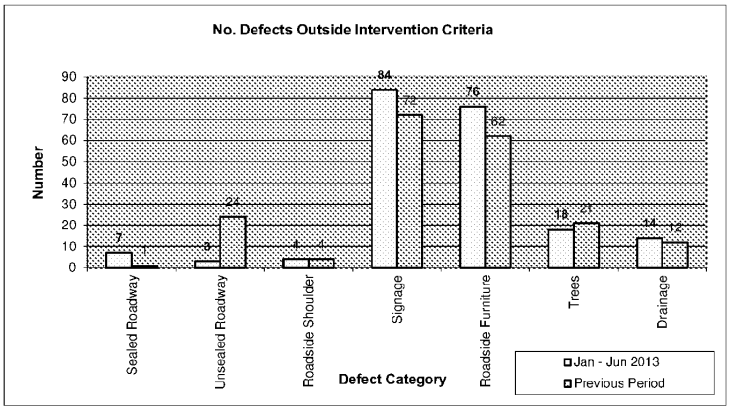
Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	cycling path, when the stretch of road has regular pedestrian and cycling traffic, is vital.			
Submission 24: Vic Roads	• VicRoads is highly supportive of the draft plan, and welcomes Council's initiative on developing an active transport strategy. • VicRoads and Council are in the process of developing various road hierarchies, utilising the SmartRoads framework. These road hierarchies will discuss the following transport and strategic planning issues within the Colac Otway Shire: - The focus of off-road bicycle facilities, as opposed to further on-road facilities. - The review of speed limits undertaken in accordance with state policies. - The use of land use data to help model growth areas. - Investigation into areas of existing nodes of traffic congestion, options and possible solutions.		√	• Noted.

Submission From	Submission Details	Changes to Plan?		Response/Change to the Strategy
		Yes	No	
	- The use of innovative treatments, such as the proposed countdown timers. - A review of existing and future integrated transport needs, eg: Freight, Rail, and Bus links..			

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

Road Management Plan Compliance Report	
Asset Category:	Roads
Reporting for the Period:	January to June 2013
Inspections Completed By:	Kevin O'Gorman
Report Prepared By:	Adam Lehmann

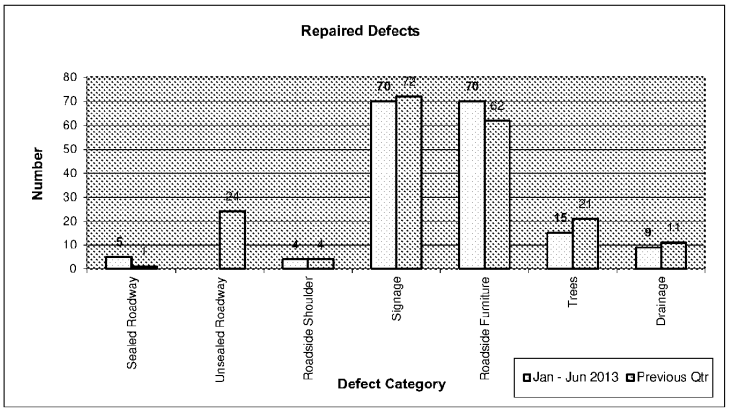
No. of Defects Identified - Outside Intervention



Comments

A total length of 918km of Council's local road network was inspected for the six (6) months between January and June 2013. A total of 207 defects outside Council's intervention standards were identified over this period. Road inspected included a combination of rural and urban type roads across the muncipality.

No. of Defects Repaired - Outside Intervention



Comments

Of the 207 routine maintenance defects identified, 174 or 84% have been actioned. As with previous reporting periods the vast majority of these works related to the replacement of damaged or missing signs and guideposts.

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Inspection Performance Summary
Proportion of routine inspections completed for Period to meet prescribed frequencies

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

Comments

All scheduled road inspections for the reporting period January to June 2013 have been completed on time.

Maintenance Performance Summary
Proportion of reported defects that have been actioned

Defect Category	Score
Sealed Roadway	71%
Unsealed Roadway	
Roadside Shoulder	100%
Signage	83%
Roadside Furniture	92%
Trees	83%
Drainage	64%

Proportion of defects actioned within prescribed response times

Defect Category	Score
Drainage	33%
Roadside Furniture	83%
Sealed Roadway	100%
Signage	89%
Trees	100%
Unsealed Roadway	
Roadside Shoulder	75%

Comments

Of the maintenance items that have been responded to, 84% were completed within the timeframes prescribed in Council's Road Management Plan. The key performance indicator for this criterion is 85%.

Overall Comments

It should be noted that the preparation of this report was completed in early July 2013 to coincide with the preparation of reporting for upcoming audits of Cosworks' systems and processes. This is reflected in the results for this audit report as some maintenance items which would have been identified in May and June 2013 are yet to be completed but would still be within the response timeframes nominated in Council's Road Management Plan. These will continue to be monitored consistent with our operational activities with any exception reporting provided to Cosworks as required.

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Asset Inspection Regime - Roads (Current)

Asset Class	Hierarchy	Inspection Type, Frequency & Responsibility			
		Frequency	Relevant Department	Frequency	3rd Quarter (Jan - Mar 2011)
Urban Road Network	Urban Link	Not Applicable	Cosworks	3 years	Infrastructure & Services
* Includes sealed and unsealed roads	Urban Collector	4 months	Cosworks	3 years	Infrastructure & Services
	Urban Access	6 months	Cosworks	3 years	Infrastructure & Services
	Urban Minor	2 years	Cosworks	3 years	Infrastructure & Services
Rural Road Network	Rural Link	3 months	Cosworks	3 years	Infrastructure & Services
* Includes sealed and unsealed roads	Rural Collector	4 months	Cosworks	3 years	Infrastructure & Services
	Rural Access	12 months	Cosworks	3 years	Infrastructure & Services
	Rural Minor	3 years	Cosworks	3 years	Infrastructure & Services

Inspection Definitions

Routine Inspections

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

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

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

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

Condition Inspections

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

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

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

INFRASTRUCTURE DEPARTMENT
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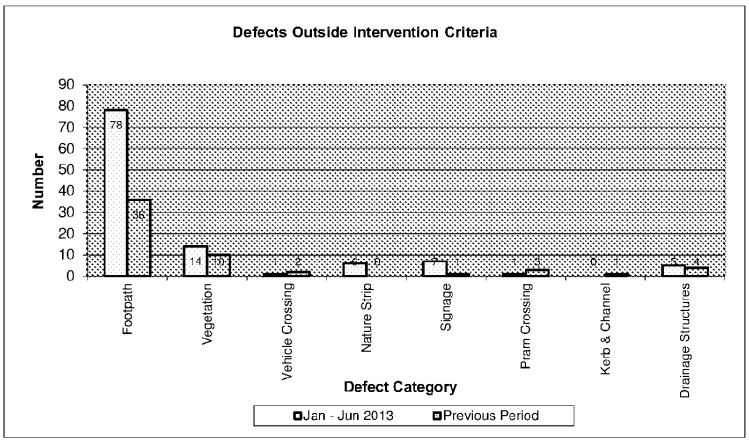
Road Management Plan Compliance Report

Asset Category:	Footpaths
Reporting for the Period:	January - June 2013
Inspections Completed By:	Kevin O'Gorman
Report Prepared By:	Adam Lehmann

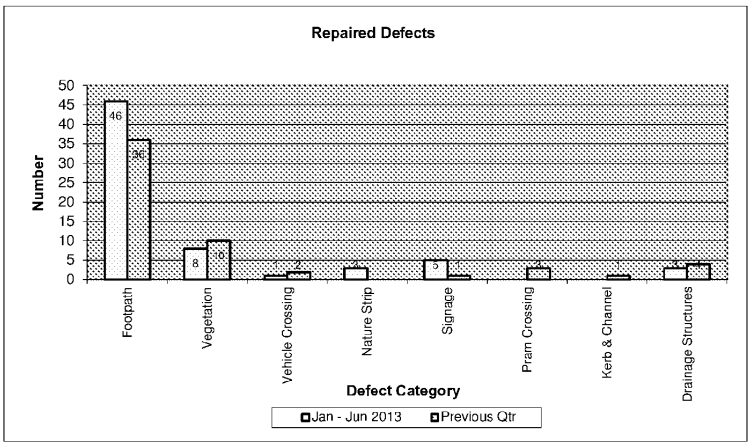
No. of Defects Identified - Outside Intervention



Comments

Approximately 85km of Council managed footpaths were inspected for the period between January and June 2013. Areas of footpaths in Colac, Apollo Bay and all other small townships were assessed by Council's Asset Inspection Officer over this time.

No. of Defects Repaired - Outside Intervention



Comments

A total of 112 defects were identified which required some level of rectification under for the reporting period extending from January to June 2013. A large proportion of these related directly to the condition of the footpath network.

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

Inspection Performance Summary
Proportion of routine inspections completed for Period to meet prescribed frequencies

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

Comments

All routine inspections programmed for this reporting period were completed as scheduled.

Maintenance Performance Summary
Proportion of reported defects that have been actioned/repaired

Defect Category	Score
Footpath	59%
Vegetation	57%
Vehicle Crossing	100%
Nature Strip	50%
Signage	71%
Pram Crossing	
Kerb & Channel	
Drainage Structures	60%

Proportion of defects actioned within prescribed response times

Defect Category	Score
Footpath	72%
Vegetation	100%
Vehicle Crossing	100%
Nature Strip	100%
Signage	100%
Pram Crossing	
Kerb & Channel	
Drainage Structures	33%

Comments

66 out of 112 defects which were identified by the Asset Inspection Officer have been responded to. Of these, 77% were rectified within the timeframes prescribed in our Road Management Plan. The performance target for this activity is 85%.

Overall Comments

It should be noted that the preparation of this report was completed in early July 2013 to coincide with the preparation of reporting for upcoming audits of Cosworks' systems and processes. This is reflected in the results for this audit report as some maintenance items which would have been identified in May and June 2013 are yet to be completed but would still be within the response timeframes nominated in Council's Road Management Plan. These will continue to be monitored consistent with our operational activities with any exception reporting provided to Cosworks as required.

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

Asset Inspection Regime - Footpaths

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

Inspection Definitions

Routine Inspections

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

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

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

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

Condition Inspections

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

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

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

COLAC OTWAY SHIRE COUNCIL
Instrument of Delegation

Port Management Act 1995

Under Section 44C of the ***Port Management Act 1995*** ("the Act") the Colac Otway Shire Council being the Port Manager of the designated Port of Apollo Bay, delegates the powers that are specified in Column 1 of the Schedule below and described in Column 2 of the Schedule, to the position specified in Column 3 of the Schedule whilst a person holds, or is acting in, that position, subject to the conditions and limitations (if any) specified in Column 4 of the Schedule.

Provision of Port Services Act 1995 Part 2A – Local Ports	**Description of Powers delegated**	**Position**	**Conditions and Limitations**
Section 44A (3) – Functions	Manage operations, maintain facilities, navigational facilities, Marine Act powers, navigation channels, minimise risk of environmental damage, control marine and land pollution, allocate and manage moorings and berths etc	General Manager Infrastructure & Services or Manager Major Contracts	As contained in Section 44A
Section 44B – General Powers of Port Managers	Powers of Port Manager of a local port, to do all things necessary to carry out its functions, including power to enter into contracts and agreements (including contracts of indemnity and contracts for the provision of services or facilities), employ staff, engage consultants, contractors or agents etc.	General Manager Infrastructure & Services or Manager Major Contracts	Powers are limited to the designated area of the Port of Apollo Bay. This power may only be exercised – (a) In relation to contracts with a value in accordance with the Section 186 of the *Local Government Act 1989.* (b) Engagement of consultants with a value not exceeding $100,000 and within budget allocations.
Section 44D	Power to impose a charge for the use of any facility in the Port.	General Manager Infrastructure & Services or Manager Major	This power may only be exercised where Council has not already determined an appropriate fee for use

Provision of Port Services Act 1995 Part 2A – Local Ports	**Description of Powers delegated**	**Position**	**Conditions and Limitations**
		Contracts	of the Port facilities and as contained in Section 44D.
Section 44E – Dredging	Undertake dredging, cleansing etc of the sea bed in Port waters and to abate and remove impediments etc that may obstruct navigation.	General Manager Infrastructure & Services or Manager Major Contracts	As contained in Section 44E.
Section 44C - Delegation	Regarding Delegation of Power by Port Manager (Council) to any of its employees.	General Manager Infrastructure & Services or Manager Major Contracts	As contained in Section 44E.
Section 44F – Other Works	Other Works – carrying out of development and maintenance works in Port facilities.	General Manager Infrastructure & Services or Manager Major Contracts	As contained in Section 44E.
Section 44G – Port Manager may act as Harbour Master if there is no Harbour Master)	Port Manager acting as Harbour Master in the absence of a Harbour Master.	General Manager Infrastructure & Services or Manager Major Contracts	As contained in Section 44E.

The Council declares that:

1. This Instrument of Delegation is authorised by a resolution of Council passed on 24 July 2013; and

2. The delegation:
    a. comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    b. remains in force until varied or revoked;
    c. is subject to any conditions and limitations set out in the Schedule; and
    d. must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

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

.....
Chief Executive Officer

Dated: .....

Planning and Environment Act 1987

COLAC OTWAY PLANNING SCHEME

AMENDMENT C67

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Colac Otway Shire, who is the planning authority for this amendment.

The amendment has been made at the request of the Colac Otway Shire.

Land affected by the amendment

The amendment applies to areas of known salinity affected land which has been identified and mapped throughout areas of Colac Otway Shire.

What the amendment does

The amendment seeks to better plan for and manage salinity and its impact on urban and rural development and the risk or threat of development to sites of known salinity. It does this by implementing the outcomes of the Corangamite Catchment Management Authority Salinity Management Overlay project covering Colac Otway Shire, Corangamite Shire, Golden Plains Shire and Surf Coast Shire. Colac Otway Shire is now the third of the four Councils involved in this project to implement the project outcomes by way of this amendment. This amendment implements the exemption recommendations of the panel report for Surf Coast Amendment C38.

Accordingly, the amendment proposes to change the Colac Otway Planning Scheme by:

- Amending **Clause 21.04 – Environment** and **Clause 21.04-4 – Salinity** specifically by adding additional references to the extent of salinity in the Shire within the Overview and additional Objectives and Strategies that seeks to avoid salinity impacting on development and development impacting on the extent of salinity as well as ensuring that major land use change does not expand the impacts of salinity. A Map showing "Areas of Potential Salinity Impacts" is also introduced at the end of Clause 21.04.
- Amending Clause 21.06 by deleting the reference to considering the need for a Salinity Management Overlay in the planning scheme as this amendment responds to this action.
- Amending **Clause 21.07 – Reference Documents** to include the following reports and documents under **Environment**:
    - Salinity Management Overlay Project Report, EnPlan-DBA with Dahlhaus Environmental Geology and Chris Harty Planning and Environmental Management, Corangamite CMA, 2006
    - Colac Otway Shire – Salinity Management Overlay Salinity Occurrences and Mapping Background Report No 2, Dahlhaus Environmental Geology Pty Ltd, 2006
    - Colac Otway Shire - Salinity Management Overlay Review of Mapping Boundaries, Dahlhaus Environmental Geology Pty Ltd, 2012
    - Permit Application Requirements for Development Proposals where a Salinity Management Overlay Applies. EnPlan, 2006

- Introducing Clause 44.02 Salinity Management Overlay and a Schedule to the Clause. The Schedule provides permit exemptions relating to vegetation removal and construction or extension of small non-habitable buildings.
- Introducing the following SMO overlay maps 1SMO, 2SMO, 3SMO, 4SMO, 5SMO, 6SMO, 7SMO, 9SMO, 10SMO, 11SMO, 12SMO, 14SMO, 15SMO, 16SMO, 18SMO, 19SMO, 25 SMO and 26SMO to the planning scheme.

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to implement the findings of the Corangamite Catchment Management Authority Salinity Management Overlay project. The amendment will enable Colac Otway Shire to sustainably plan for and manage the impacts of salinity affected land on development, particularly buildings and infrastructure assets and works, and to manage the risk posed by development on areas of salinity. A key action to implement the project involves applying the Salinity Management Overlay (SMO) to identify known salinity areas. The application of the SMO is also supported by amendments to the Municipal Strategic Statement to better reflect the objective for the planning authority to consider the need to ensure that new development will not be impacted by salinity and that new development will not further impact on areas of land affected by salinity.

Salinity is recognised in Victoria as a significant natural resource management issue such as in the 1988 Victorian Salinity Strategy and at a regional level under the Corangamite Regional Catchment Strategy and the Corangamite Salinity Action Plan. There are 539 mapped salinity sites in the Colac Otway Shire, ranging in size from 658 hectares to 85 square metres. The average size is 19 hectares. The majority of the salinity occurs in saline wetlands, accounting for 55% of the total of 10,252 hectares. The remaining 45% of land salinity is almost evenly divided between dominantly primary (20% total) and dominantly secondary (25% of total).

Salinity affects urban as well as rural areas. In rural areas it affects land productivity, soil structure and water quality. In urban areas salinity can restrict the growth of plants in parks and gardens, and it can damage the structure and shorten the life of buildings and associated assets such as pipes and underground service infrastructure (sewer, water supply and drainage pipes, telecommunication cables). The stability of road foundations can also be affected causing dilemmas to managing authorities. Environmental and recreational values of waterways, lakes and native vegetation can also be lost through salinisation.

Salinity usually refers to a significant concentration of mineral salts in soil or water as a result of hydrological processes. Salinity accumulates through salinisation, which is the process by which land or water becomes affected by salt. Land salinisation occurs through the accumulation of salts in the root zone and on the soil surface, usually by the evaporation of saline groundwater from shallow watertables. Water salinisation occurs through an increase in the concentration of salt in the water, usually by the removal of fresh water through evaporation, harvesting, drainage or diversion.

In some landscapes the processes that cause salinity have been present for many hundreds or thousands of years, resulting in the formation of salt lakes and salt pans that are considered primary salinity sites. However, in many landscapes salinity processes have been induced as a result of changed land-use or water-use, resulting in the emergence of secondary salinity. The distinction between primary and secondary salinity is important. Primary salinity sites may include semi-permanent or permanent saline wetlands, many of which are highly valued ecosystems or environmental assets. By contrast, secondary salinity is rarely regarded as an asset and is generally seen as a threatening process. Both primary and secondary salinity can be a threat to a variety of assets.

Areas in the Shire where salinity has been identified and may potentially threaten assets, or alternatively may be threatened by development, have been mapped for inclusion into the Salinity Management Overlay. The areas include primary salinity, secondary salinity and saline wetlands and areas where salinity is not obvious but may develop in a relatively short time frame or within the design life of a development (taken as around 30 to 50 years). In these latter areas there is sufficient salt present in the soil to restrict plant growth or potentially threaten the integrity of buildings, infrastructure and utility services, and the area is underlain by relatively shallow saline watertables.

For the salinity areas that have been mapped a buffer has been included in the overlay mapping based on a one metre rise in groundwater levels taken as proportional to the terrain slope. Accordingly, the buffer areas around each mapped salinity site follow the following rules:

- A 100 metre buffer was applied to the proportion of the mapped salinity polygons which occur on terrain slopes of less than 2% (i.e. less than 1 in 50);
- A 50 metre buffer for the proportion of mapped salinity polygons lying on slopes of between 2% (1 in 50) and 4% slope (1 in 25);
- A 25 metre buffer was applied to the proportion of mapped salinity polygons on slopes of between 4% (1 in 25) and 10% (1 in 10);
- A 10 metre buffer applied to the proportion of salinity polygons lying on slopes of between 10% (1 in 10) and 20% (1 in 5); and
- No buffer applied to the proportion of salinity polygons on slopes greater than 20%.

Some mapped saline areas are naturally occurring primary salinity sites which may retain halophytic (salt tolerant) plants and rare or threatened species associated with the evolution of these 'island ecosystems' of saline discharge over the past centuries. The most obvious examples are the semi-permanent and permanent saline wetlands.

To delineate areas in the Colac Otway Shire where salinity may potentially be an environmental asset, two components have been identified:

- The areas where the mapped salinity has been identified as primary in origin and which may retain some environmental value. These are the areas where semi-permanent and permanent saline wetlands have been identified and areas adjacent to them which are regarded as dominantly primary salinity sites.
- The areas surrounding the primary saline sites in which inappropriate development may threaten the integrity of the environmental asset. These are areas where shallow saline watertables occur, and where a lowering of the groundwater level (for example, through tree planting) or disposal of fresh water (storm water, for example) may potentially destroy the environmental values.

To recognise the saline and environmental values of these areas it is proposed to apply the SMO. Environmental values are already recognised through the Environmental Significance Overlay Schedule 2 – Lakes, Wetlands and Watercourses under the planning scheme. A separate amendment (Amendment C70) will further consider reinforcing environmental protection through an adjustment of the coverage of the ESO2.

Also, broad areas have been delineated in which there is potential for certain land-uses, such as extensive irrigation schemes, urbanisation or vegetation removal, to change the hydrology of responsive groundwater flow systems. These land-uses may lead to changes in groundwater levels which may exacerbate existing salinity or initiate new outbreaks elsewhere in the landscape. Mapping these areas is only possible at a regional scale, as they are based on the groundwater flow systems, mapped salinity and probability of shallow watertables being present. These areas are identified on the map to be included in the MSS at Clause 21.04. The role of the map is to highlight the issue of potential salinity hazard and for further strategic planning investigation in future revisions of the MSS.

How does the amendment implement the objectives of planning in Victoria?

The amendment implements the objectives of planning in Victoria, in particular sections; (a) To provide for the fair, orderly, economic and sustainable use, and development of land; (b) To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity; and (c) To secure a pleasant, efficient and safe working, living and recreational environment.

It does this by protecting development from the effects of saline soils. The amendment also ensures that new development including buildings and works, new subdivisions and earthworks will not aggravate or lead to the creation of salinity impacted areas.

How does the amendment address the environmental effects and any relevant social and economic effects?

The amendment will have the following positive impacts for the environment:

- The impact of land use, development and subdivision on the occurrence and spread of salinity will be managed.
- The amendment will address the protection of areas with saline environmental values (i.e. saline wetlands and primary salinity areas with ecological values considered to be environmental assets) from inappropriate development through the application of the SMO.

The amendment will address social and economic effects by recognising that salinity can increase the costs for development both in terms of creating additional cost for protective works but also in terms of costs involved in reduced land productivity and damage to buildings and infrastructure. The amendment can reduce these costs by recognising clearly areas where salinity is an existing threat to development and assisting to either avoid or reduce the costs associated with the effects of salinity on development, infrastructure and the land resource.

Does the amendment address relevant bushfire risk?

The amendment will not have any impact on bushfire hazard. Land use is not affected by the application of the SMO. The SMO is an overlay provision that regulates development including buildings and works and subdivision and is part of the suite of land management planning tools that seek to manage hazard albeit related to soils similar to the role of the Bushfire Management Overlay in managing bushfire risk.

Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act.

The amendment is consistent with Direction 11 (Strategic Assessment of Amendments).

The amendment is not affected by any other of the Minister's Directions under s12/(2)(a) of the *Planning and Environment Act* 1987.

How does the amendment support or implement the State Planning Policy Framework?

The amendment supports the State Planning Policy Framework (SPPF) as it implements the objectives and strategies by providing improved management of salinity risk to soil health and facilitates proper and orderly development.

Clause 10 – Operation of the State Planning Policy Framework

Clause 10.02 – Goal seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices

which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development.

The amendment supports this intent by implementing a best practice environmental management and risk management approach which aims to avoid or minimise environmental degradation and hazards by identifying salinity affected land and establishing policy to guide decisions about development activity and the need to avoid, minimise and protect development from the threat of salinity hazards.

Clause 11 - Settlement

The amendment responds and supports the need to plan for urban growth through ensuring the pollution of land is avoid and managed.

Clause 11.02-1 – Supply of Urban Land seeks to ensure that planning for urban growth takes into account the limits of land capability and natural hazards. The amendment satisfies these policy requirements by recognising salinity as a soil hazard and by identifying land affected by salinity and ensuring that urban development is protected and managed from the effects of saline affected soils and groundwater. The amendment establishes policy and overlay controls to ensure that salinity and its impacts are considered when assessing and determining zoning, subdivision and development activity.

Clause 11.05-4 Regional planning strategies and principles under **Environmental Health and Productivity** and under **Climate Change, Natural Hazards and Community Safety** looks to avoid development impacts on land and locate and design new dwellings, subdivisions and other development to minimise risk to life, property, the natural environment and community infrastructure from natural hazards. The Amendment supports this through the recognition of sites affected by salinity that can facilitate impacts from and on salinity being avoided by the siting and design of new development.

Clause 12 - Environmental and Landscape Values

The amendment helps to protect and conserve biodiversity values through recognition of sites of primary salinity which are environmental values. The application of the SMO in part assists in providing such recognition and combined with the current ESO2 provides a regime for improved planning and management of lakes and wetlands that are saline assets.

Clause 12.01-1 – Protection of Habitat seeks to assist the protection and conservation of biodiversity, including native vegetation retention and provision of habitats for native plants and animals and control of pest plants and animals.

The amendment will facilitate improved protection of saline environmental values by recognising these areas under the SMO.

Clause 13 - Environmental Risks

The amendment will assist in avoiding or minimising environmental degradation and hazards by helping to identify and manage areas affected by salinity. The application of the SMO is targeted and allows scope for siting and design of development to avoid saline areas and minimise the effects of development of salinity.

Clause 13.03-3 - Salinity seeks to minimise the impact of salinity and rising watertables on land uses, buildings and infrastructure in rural and urban areas and areas of environmental significance and reduce salt loads in rivers. The policy is most relevant to this amendment in that it encourages planning and responsible authorities to use zoning, overlay controls and permit conditions to:

- Promote vegetation retention and replanting in aquifer recharge areas contributing to groundwater salinity problems.
- Prevent inappropriate development in areas affected by groundwater salinity.

The policy also states that planning authorities should have regard to the following documents in planning for areas affected by salinity:

- A Local Government Planning Guide for Dryland Salinity (Department of Conservation and Natural Resources 1995).
- Any relevant regional catchment strategy and salinity management plan.

The amendment will facilitate implementation of the objectives of the Corangamite CMA Regional Catchment Strategy and Salinity Action Plan.

The application of the SMO and the MSS changes directly support this policy.

Clause 14.01-1 – Protection of Agricultural Land seeks to protect productive farmland which is of strategic significance in the local or regional context. The policy recognises that land capability is a fundamental factor for consideration in rural land use planning. Planning authorities should consult with the Department of Primary Industries and utilise available information to identify areas of productive agricultural land. In assessing rural development proposals, planning and responsible authorities must balance the potential off-site effects of rural land use proposals (such as degradation of soil or water quality and land salinisation) which might affect productive agricultural land against the benefits of the proposals. In considering a proposal to subdivide or develop agricultural land, an important factor to consider is assessment of the land capability.

This policy supports the amendment. The amendment seeks to sustain land productivity and soil health through mitigating the development and expansion of saline ground within the Shire as a result of land development activity.

Clause 14.02-2 – Water Quality seeks to protect water quality and has strategies to discourage incompatible land use activities in areas subject to salinity hazards where the land cannot be sustainably managed to ensure minimum impact on downstream water quality or flow volumes and to prevent the establishment of incompatible land uses in aquifer recharge or saline discharge areas and in potable water catchments. The amendment supports this through both the policy changes in the MSS to address land use changes that can substantially affect groundwater and in using the SMO to identify and manage sites of salinity.

- **How does the amendment support or implement the Local Planning Policy Framework?**

The amendment changes Clauses 21.04-4 (Salinity), 21.06 (Further strategic work) and 21.07 (Reference documents) of the Municipal Strategic Statement (MSS).

The amendment is also supported by or implements the existing Municipal Strategic Statement as follows:

Clause 21.02 - Vision and **Clause 21.02-2 – Land Use Vision** under **Environmental Features** recognises that development will respond to environmental risks such as salinity. The amendment is consistent with Council's land use planning vision by providing additional control over development in areas identified under the SMO from salinity impacts.

Clause 21.03 – Settlement and **Clause 21.03-1 – General** under **Overview** recognises that future development of settlements should acknowledge environmental constraints. Under **Objectives**, the policy seeks to facilitate a range of developments in an environmentally sensitive way. The amendment supports this policy through policy change to the MSS relating specifically to the issue of salinity and its effects both on and from development activity.

Clause 21.04-1 – Catchment Management has strategies to consider land capability and protect lakes from environmental degradation. Both of these issues are supported by the amendment and the application of the SMO which requires land capability to be considered in any planning applications.

Clause 21.04-2 – Water identifies the value of saline lakes in the Shire and the need for their protection through maintaining natural condition. The Amendment assists in protecting saline waterways and complements the current ESO2.

Clause 21.04-4 – Salinity is directly supported by the amendment because it seeks to minimise the impact of salinity on not only agricultural land but in urban areas as well. Applying the SMO and adding to the policy directions in this clause will improve how salinity is recognised under the planning scheme within the Shire and enhance its management and how development can avoid and manage the impacts of and from salinity.

Clause 21.05 – Economic Development and **Clause 21.05-1 – Agriculture** has strategies to protect farmland for sustainable agriculture and encourage land management practices that are sustainable and protect the environment. The amendment will assist in both of these strategies by identifying salinity in the Shire, providing policy directions to ensure that rural land use is protected from the impacts of salinity particularly on agricultural production.

Clause 21.06 – General Implementation under **Undertaking Further Strategic Work** includes an action to consider applying the SMO to areas recommended by the Corangamite CMA. The amendment addresses this requirement and it is to be deleted as part of this amendment.

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment makes proper use of the VPPs by amending the MSS and applying the SMO and the schedule to the SMO. The SMO identifies areas subject to saline ground water discharge or high ground water recharge; encourages development to reduce salinity recharge; and prevents damage to buildings and infrastructure from saline discharge and a high watertable.

How does the amendment address the views of any relevant agency?

The amendment has been developed in consultation with all relevant agencies.

The amendment implements the Corangamite Catchment Management Authority Salinity Management Overlay project to identify and manage salinity affected land in rural and urban areas and advances the objectives and strategies set out in the Corangamite Regional Catchment Strategy and Salinity Action Plan. Mapping for the project was undertaken by the Department of Primary Industries.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

The amendment has regard to the transport system objectives and decision making principles and is not likely to have a 'significant impact on the transport system'.

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

The amendment will impose additional resource and administrative costs for the responsible authority. The number of developments that will trigger a planning permit application will increase. However, these additional costs will be minimal and will be outweighed by the public benefit of protecting saline areas and protecting development from salinity related degradation.

Where you may inspect this Amendment

The proposed amendment will be made available for public inspection, free of charge, during office hours at the following places:

Colac Otway Shire Council
2-6 Rae Street,
COLAC VIC 3250

Colac Community Library & Learning Centre
173 Queen Street
COLAC VIC 3250

Colac Otway Shire Council
Apollo Bay Customer Service Centre
69 Nelson Street,
APOLLO BAY VIC 3233

Colac Otway Shire Council
Sustainable Planning and Development Service Centre
101-105 Gellibrand Street,
COLAC VIC 3250

Website: www.colacotway.vic.gov.au

The amendment can also be inspected free of charge at the Department of Planning and Community Development website at www.dpcd.vic.gov.au/planning/publicinspection.

21.04 ENVIRONMENT

18/06/2009
Proposed C67

21.04-1 Catchment Management

18/06/2009
C55

Overview

Colac Otway has a great diversity of ecosystems in the region which provides a base for an equally diverse and rich flora and fauna. The deeply dissected ridges and valleys of the Otways contrasts strongly with the open northern plains studded with crater lakes.

The Corangamite Regional Catchment Strategy describes the land, water and biodiversity assets of the region and provides a planning framework for the protection and restoration of these assets.

Integration of Shire policies and actions with those of its partners, specifically those related to catchment management, coastal action and forest management is an important component of sustainable natural resource management in the Shire.

Objectives

- To promote a co-operative regional approach to natural resource management

Strategies

- Adopt an integrated catchment management approach to the assessment and development of the Shire's natural resources.
- Consider land capability in the assessment of use and development proposals.
- Encourage land management practices and land use activities that are sustainable and can protect the environment.
- Promote the integrated management of public and private land with particular attention to the interface between the two.
- Protect the lakes from environmental degradation by limiting adjacent development and maintaining high quality wastewater treatment in Colac.

21.04-2 Water

18/06/2009
C55

Overview

- The Draft Corangamite River Health Strategy identifies waterways of national, state and regional importance. The Colac Otway Planning Scheme currently recognises the significance of these assets with the Environmental Significance Overlay applying to lakes, wetlands and streams across the municipality.
- The saline lakes of the Volcanic Plain north of Colac are a significant feature of the region. These lakes are of international significance because of the number of threatened species and migratory species which depend on the sites.
- Lake Colac is a freshwater lake and is the most prominent environmental feature in the locality being formed through volcanic activity. Water quality in Lake Colac has been identified as a major issue for a number of years, and this has been evident through indicators such as blue-green algal blooms and sediment build up. Some of the main causes of poor water quality in the lake have been associated with development, particularly industry, close to the lake, transport of nutrients and pollutants to the lake from creeks and through runoff and through leachate from the former tip site.
- Barwon Water and Wannon Water are responsible for managing the six declared water supply catchments in the Colac Otway Shire. The declaration recognises the importance of these catchments for domestic water supply and the need to protect the water quality from inappropriate land use and development such as timber harvesting and road and building construction.

- Southern Rural Water is the responsible authority for management of groundwater diversion. Three groundwater management areas have been declared in the Colac Otway Shire: the Warrion, Paaratte and Gerangamete. Groundwater Management Plans describe the nature of these groundwater areas and outline their management to ensure long-term sustainability.
- Water quality of rivers and streams north of the Otway Ranges is generally poor due to the impacts of land clearing and development.

Objectives - Water

- To protect water catchments.
- To retain and improve water quality and water yield.

Strategies - Water

- Ensure water quality standards and impact on water yields are considered in the assessment of planning permit applications.
- Ensure that the maintenance in natural condition of watercourses is considered in the assessment of use and development proposals.
- Promote the establishment of reticulated sewerage systems in townships where appropriate.
- Promote the introduction of improved septic tank systems and alternative waste treatment systems in areas where sewerage systems are not available.
- Encourage the use of "constructed wetlands" as a means of storing floodwater, improving water quality and adding to natural habitats.

21.04-3 Vegetation

18/06/2009
C55

Overview

- The Corangamite Native Vegetation Plan (2003 – 2008) provides a strategic plan for protection, enhancement and restoration of native vegetation across the Region.
- The majority of native vegetation is found on public land within the Colac Otway Shire with small remnants on private land. An estimated 78 per cent of the region's original native vegetation is now cleared. Of the 22 per cent remaining vegetation, about half of this is found on private land or on linear strips such as roadsides and disused railway lines and much of this is considered threatened.
- Remnant vegetation on private land is generally small in size and often isolated and therefore particularly vulnerable to degradation from pests, disease or disturbance.

Objectives

- To protect and manage remnant native vegetation communities.

Strategies

- Maintain bio-diversity through the protection of significant habitats including remnant vegetation.
- Protect native vegetation and other significant stands of vegetation in order to prevent land degradation, maintain water quality and protect the bio-diversity of flora and fauna species.

21.04-4 Salinity

18/06/2009
Proposed C67

Overview

- At present over 20,000 hectares of salinity are mapped in the Corangamite CMA region including both primary and secondary salting. The Colac Otway Shire Salinity Management Overlay Salinity Occurrences and Mapping Background Report No 2, 2006 identifies 539 sites of salinity in Colac Otway Shire. The majority of the salinity occurs in saline wetlands, accounting for 55% of the total of 10,252 hectares. The remaining 45% of land salinity is almost evenly divided between sites of primary salinity (20% total) and secondary salinity (25% of the total). Water quality in rivers and streams as well as lakes and wetlands has declined since European settlement due to increasing salinity and reduced flow regimes.
- The Corangamite Salinity Action Plan (2003 – 2008) and the Colac Otway Shire Salinity Management Overlay Salinity Occurrences and Mapping Background Report No 2, 2006 identifies salinity, not only as a significant threat to agricultural production and biodiversity, especially in the lakes and plains area north of Colac, but also as an asset demonstrated by the extensive saline lakes and wetlands found within the Shire.
- Salinity is a significant threat, particularly in the northern half of the Shire, to water quality and urban infrastructure including underground services and roads.
- Areas within the foothills located to the south and south east of Colac have been identified as being affected by salinity. Land managers will need to take appropriate action to manage and minimise the impact that salinity can have on lost productivity.
- Areas within and around Colac have been identified as being affected by salinity. Proposals for new development or re-zoning will need to take into consideration these areas as well as areas that have potential for being impacted by salinity due to shallow groundwater tables or other limitations on soil quality.

Objectives

- Direct new urban growth away from areas of salinity impact.
- To plan for and minimise the impact of salinity on agricultural land, water quality and urban infrastructure including underground services and roads.
- To avoid land use and development from aggravating or generating the effects from salinity.

Strategies

- Adopt an integrated catchment management approach to the assessment and development of the Shire's natural resources.
- Identify, assess and manage salinity in the assessment of use and development proposals. The preparation of a Land Capability Report may assist with such an assessment.
- Promote land management practices that protect soil resources from degradation.
- Encourage land management practices that seek to improve areas of soil degradation.
- Require development and subdivisions to avoid or mitigate being impacted by salinity. Protective measures to mitigate impact include the careful siting of development and infrastructure, selection of appropriate construction materials, site landscaping, watering and irrigations systems, minimising the extent of impervious surfaces and the management of surface water runoff.
- Require land uses, development and subdivisions that can significantly change surface water and groundwater hydrological flow patterns, within those areas shown on Map 1 - Area of Potential Salinity Impacts in this Clause, to mitigate new or expanded areas affected by salinity.

- Avoid the location of development and subdivisions within or adjacent to naturally saline waterways including wetlands to prevent their degradation except where the outcomes of such development and subdivision contribute to the protection and enhancement of their environmental values.
- Avoid or minimise the impacts of extensions to existing development adjacent to naturally saline waterways including wetlands.
- Require proposals for re-zoning to take into consideration those areas affected by existing salinity impacts or that have potential for being impacted by salinity due to shallow groundwater tables or other limitations on soil quality. Planning for new urban growth areas should avoid areas of salinity impact.

21.04-5 Erosion

18/06/2009
C55

Overview

- Landslides are a significant hazard in the southern half of the Shire associated with steep slopes and high rainfall including the Otway Ranges from Marengo to Wye River; the slopes of the Barham River and Gellibrand River valleys; the Hordern Vale – Glenaire area; the Lavers Hill – Johanna River area; the Kawarren – Yeodene area; and the Irrewillipe area.
- Landslides are triggered by prolonged and/or intense rainfall, man-made changes to the landscape primarily through clearance of native vegetation and rare earthquake events.

Objectives

- To ensure that use and development has regard to the potential for landslip.
- To ensure that in areas where a risk of landslip is identified, all new buildings and works do not increase the possibility of landslip on the land or surrounding land.
- To manage landslip risk especially along the coastal areas.

Strategies

- Ensure that in areas where a risk of landslip is identified, all new buildings and works do not increase the possibility of landslip on the land or surrounding land.
- Avoid vegetation removal in areas susceptible to landslip.
- Reduce and stabilise movement and disturbance in landslip areas by replanting vegetation and by good site drainage including limited on-site disposal of treated wastewater effluent and stormwater, where appropriate.
- Ensure new development demonstrates tolerable risk to property and loss of life.
- Consider land capability in the assessment of use and development proposals.
- Promote land management practices that protect soil resources from landslip, contamination, compaction and other forms of degradation.

21.04-6 Flooding

18/06/2009
C55

Overview

- The Colac Otway Planning Scheme currently has a Land Subject to Inundation Overlay that reflects the floodways in the Shire.
- Flooding is a significant threat north of the Otway Ranges particularly associated with the Barwon River and the lakes system of the Volcanic Plains.

Objectives

- To minimise environmental hazards.

Strategies

- Promote floodplain management policies, which minimise loss and damage, maintain the function of the floodway to convey and store floodwater and protect areas of environmental significance.
- Encourage the use of "constructed wetlands" as a means of storing floodwater, improving water quality and adding to natural habitats.

21.04-7 Climate Change

18/06/2009
C55

Overview

- The impact of climate change on land within Colac Otway Shire has been considered in a recent report (Climate Change in the Corangamite Region – DSE 2004) that addresses temperature, rainfall, drought, water resources, fire, winds, storms and sea level rise.
- It is appropriate to apply the precautionary principle by ensuring that the land use and development considers the future impacts of climate change

Objectives

- To ensure that the future use of land for agriculture is adaptable enough to respond to the impacts of climate change.
- To ensure that coastal planning considers and responds to the forecast impacts of climate change.

Strategies

- Adopt an integrated catchment management approach to the assessment and development of the Shire's natural resources.
- Ensure highly capable land is protected for agriculture into the future by discouraging dwellings and subdivision in areas of high agricultural capability and high rainfall.
- Ensure use and development proposals take into account and respond adequately to future sea level rise and storm surge related to climate change.

21.04-8 Landscape Character

18/06/2009
C55

Overview

The Great Ocean Road Coastline is recognised as one of the most spectacular in Australia and requires sensitive attention to maintain its visual qualities and physical features, biological features and cultural attachments.

The Shire contains various landscapes which have been recognised as being important to protect for their environmental, cultural, social and economic significance. The landscape character types within the Shire, as identified in the Great Ocean Road Region Landscape Assessment Study (GORRLAS) include parts of the Western Plains, Cones and Lakes; the Otway Foothills, Valleys and Uplands; the Otway Forests and Coast; and localised flatlands. Some of the key issues associated with the landscape of the Shire include:

- The importance of landscape character to the economy of the Shire and wider region.
- The need to relate new development to the landscape character types and precincts defined by the GORRLAS.
- The importance of containing township development within defined boundaries, and of managing development on the fringes of townships so that it enhances the character of the town's landscape setting.

- The need to retain the dominance of the landscape between townships and avoid ribbon development.
- The importance of views of the landscape from road corridors, and the need to control and manage development and land use that is highly visible from main road corridors and principal tourist routes.
- The need to retain the dominance of the landscape from key viewing locations throughout the Shire.
- The clear felling of plantation trees adjacent to main road corridors and tourist routes leaving large and often highly visible areas of the landscape scarred, detracting from the landscape character of the Region.
- The need to protect the scenic landscape values of ridgelines and landforms from inappropriate built form and removal of vegetation.

Objectives

- To retain the open and rural character of views and outlooks, particularly from main road corridors.
- To maintain the dominance of the natural landscape when viewed from main road corridors and tourist routes outside townships.
- To protect the variety of landscape features and landmarks of the precincts identified in the GORRLAS.
- To increase indigenous planting in the Landscape precincts to further emphasise natural features such as creeks.
- To protect ridgelines from inappropriate development and vegetation removal.

Strategies

- Retain existing indigenous and native trees and understorey wherever practical.
- Discourage the loss of indigenous vegetation particularly in or adjacent to landform features such as rocks.
- Locate development sparsely in the hinterland landscape, maximising space available between buildings and structures for vegetation.
- Utilise finishes and colours that complement those found naturally in the hinterland landscape, with consideration as to how the material will weather over time.
- Between townships, site development a substantial distance from main roads wherever possible.
- Discourage the loss of rural outlook and openness from main road corridors.
- Ensure townships have a definite visual edge, delineating the boundary between urban development and the natural landscape beyond.
- Locate and screen large buildings and structures to minimise their visibility from main roads and key viewing locations.
- Discourage ribbon development between townships.
- Discourage signage clutter at entrances and exits to townships.
- Site buildings and structures away from geological features such as volcanic cones, craters and lakes, wherever possible.
- Retain views of geological features such as volcanic cones, craters and lakes from the Princess Highway and other main roads.
- Discourage quarrying or excavation on geological features.
- Utilise vegetation to screen land use and development, including timber production, which has the potential to impact upon the natural landscape when viewed from main road corridors and tourist routes.

- Discourage new development and removal of vegetation on ridgelines and hill tops where it is of a significant scale that is likely to impact the landscape character of the area.

21.04-9 Cultural Heritage

18/06/2009
C55

Overview

Colac Otway Shire has a rich and diverse history that is a microcosm of much of Victoria's history from the days of earliest permanent settlement in the 1830s. The Shire has played an important role in Victoria's growth through pastoral activity; through the dairy industry and farming; through the forest industry, as well through the tourist industry.

Physical evidence of this history is discernible in buildings, archaeological sites and landscapes. It is identified in the homesteads built by squatters and pastoralists, as well as those constructed by later settlers. The history of the Shire's economic development is demonstrated by its main industries – dairying, crops, timber, wool and tourism and is apparent in the surviving woolsheds, dairies, onion factories, sawdust burners and in the variety of different forms of accommodation offered to its visitors since the mid-nineteenth century.

The Shire's ethnic composition and distribution, and the importance of religion in nineteenth and early twentieth century society, is gauged by the distribution of churches and denominational institutions. Local government influences are demonstrated in the shire's buildings and numerous maternal child health centres while State government influence are demonstrated in the hospitals and police facilities as well as in public housing, rail links, roads and bridges.

The history is evident in the commercial areas of Colac in the public, civic, religious and residential buildings, infrastructure, cemeteries, monuments, archaeological sites and landscapes. A large proportion of the Shire's cultural heritage also remains within the smaller townships and centres of the Shire and in outlying rural areas.

Many of the Shire's heritage buildings and sites have been identified and their significance described in the Colac Otway Heritage Study 2003, however the study is not a complete listing of the Shire's cultural heritage resources and other places will also need to be identified as time and resources permit. For example further work is required to identify and conserve the Shire's many fine dry stone walls.

Objectives – Cultural Heritage

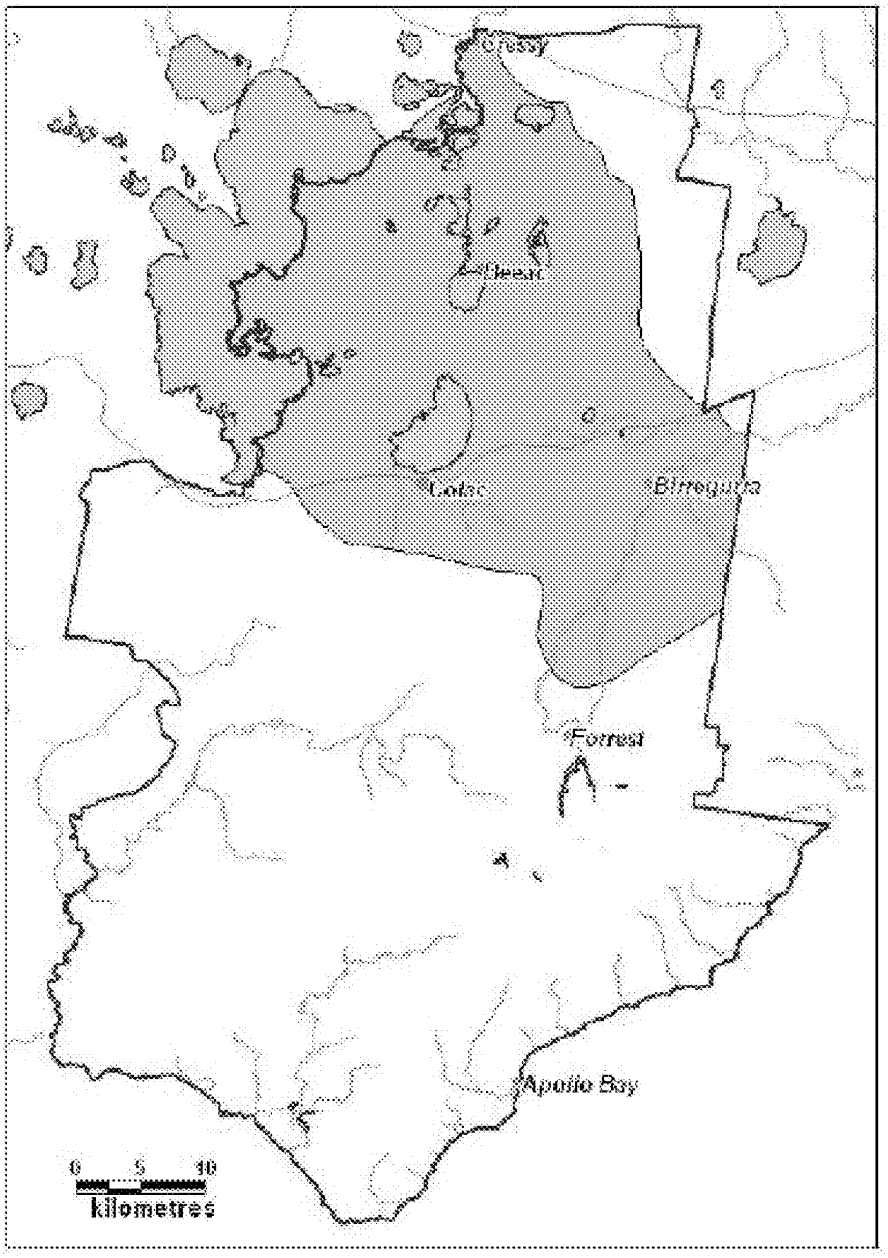
- To protect places and areas of cultural heritage significance and encourage development and adaptation where appropriate that does not detract from their significance.
- To enhance and conserve the Shire's cultural heritage resources while facilitating adaptation and development which does not detract from their significance.

Strategies – Cultural Heritage

- Support the retention of the cultural heritage significance of the Shire's heritage places and areas by:
  - Encouraging works to individual places in the Heritage Overlay which contribute to their conservation and enhances their significance.
  - Discouraging demolition of places of heritage significance while encouraging the removal of alterations that do not contribute to their significance.
  - Retaining all places in heritage precincts that contribute to the significance of the precinct.
  - Encouraging new development in precincts that responds to the historic character, form and context of the precinct and makes a positive contribution through innovative design.

- Applying the local policy (at Clause 22.01) on 'Heritage Places and Areas'.

Map 1 - Area of Potential Salinity Impacts



21.06 GENERAL IMPLEMENTATION

18/06/2009
Proposed C67

The objectives and strategies identified in Clause 21 will be implemented by:

Using zones, overlays, local policy and the exercise of discretion

- Rezoning areas of Farming Zoned land in north-east Colac to Rural Activity Zone.
- Applying minimum setbacks to identified main roads in the schedule to the Farming Zone.
- Rezoning the Industrial 1 Zone land in West Colac to the Farming Zone.
- Rezoning the Industrial 1 Zone land north of Treatment Works and Flaxmill Roads Colac to the Farming Zone.
- Applying the Industrial 1 Zone to land east of Forest Street, Colac to provide for an adequate and diverse supply of industrial land.
- Applying the Business 3 Zone to land in Main Road Colac to recognise existing commercial uses.
- Applying the Rural Living Zone to an area south of Colac with a minimum lot size of 1.2ha to reflect the existing settlement and development pattern.
- Applying the Rural Activity Zone to an area of the Apollo Bay Hinterland with a 40ha minimum lot size.
- Applying the Rural Activity Zone to an area east of Colac with a minimum lot size to reflect the existing settlement pattern.
- Maintain the current minimum lot size provisions in the schedule to the Farming Zone for subdivision of 40ha (with 80ha in the north east).
- Maintain 40 hectares as the minimum area for which no permit is required for a dwelling in the Farming Zone (with 80ha in the north east).
- Applying the Development Plan Overlay (Schedule 2) to undeveloped land zoned Residential 1 in Colac.
- Applying the Development Plan Overlay (Schedule 3) to land proposed to be rezoned to Industrial 1 Zone east of Forest Street, Colac.
- Applying the Design and Development Overlay Schedule 5 to land within the Apollo Bay town centre.
- Applying Design and Development Overlay Schedule 6 to land adjoining the town centre of Apollo Bay.
- Applying Design and Development Overlay Schedule 7 to all other residentially zoned land within Apollo Bay and Marengo.
- Modifying the boundary of Airport Environs Overlay Schedule 2.
- Applying the Significant Landscape Overlay (Schedules 1-5) as identified in the Great Ocean Road Region Landscape Assessment Study and the Apollo Bay Framework Plan.
- Applying the Environmental Significance Overlay (Schedule 6) to an area buffering the Colac Water Reclamation Plant.
- Considering applications for all areas affected by the Heritage Overlay in accordance with Clause 22.01 (Heritage Places and Areas Policy).
- Applying the Salinity Management Overlay to areas affected by salinity.

Undertaking further strategic work

- Prepare a rural living strategy to identify appropriate locations for rural residential development across the Shire and to include a more detailed policy on housing and subdivision in rural areas.
- Undertake a Small Towns Strategy to consider extension of the Township Zone in small towns, to be undertaken concurrently with the investigation of other areas for the application of the Rural Living Zone.
- Undertake a review of lots less than 8 hectares in the context of their agricultural capability, level of dwelling development and proximity to townships with a view to applying the Rural Living Zone in appropriate locations.
- Prepare a precinct structure plan for Elliminyt.
- Prepare a precinct structure plan for the East Colac area north of the Princes Highway.
- Undertake a residential land supply analysis for all segments of the Colac market.
- Undertake an industrial land supply analysis for Colac.
- Undertake an analysis of parking issues in the Colac and Apollo Bay Commercial areas.
- Develop an open space strategy to guide future open space provision for residential development in new and established residential areas in Colac and Apollo Bay.
- Further investigate and consider the former Bruce Street landfill site for the purpose of a recreation area or other appropriate use linked to Lake Colac.
- Prepare an Apollo Bay Harbour Precinct Master Plan for the redevelopment of the port vicinity with a tourism, fishing, boating, commercial and recreational focus strengthening links to the town centre and providing net community benefits.
- Prepare a structure plan for Birregurra to manage future growth in a manner responsive to environmental constraints and respectful of the unique qualities of this township. This should be prepared and implemented before the advent of sewerage to ensure development is properly controlled to ensure the preservation and enhancement of the local character and natural and built form of the town.
- Investigate the development of policy guidelines to guide development within Birregurra township including materials, built form, height, setback and colours and the appropriateness of a Design and Development Overlay to protect its unique qualities.
- In conjunction with Barwon Region Water Corporation, assess the needs and opportunities for reticulated sewerage in Birregurra and impacts on future development.
- Update Overlays on completion of the Corangamite River Health Strategy.
- Update the Vegetation Protection and Environmental Significance Overlays to incorporate revisions to the Ecological Vegetation Class mapping.
- Update the Land Subject to Inundation Overlay and schedule to align with revised data and mapping when available from the Corangamite Catchment Management Authority.
- Revise the Erosion Management Overlay following completion of the Department of Primary Industries and Corangamite Catchment Management Authority review.
- ~~Consider applying the Salinity Management Overlay to areas recommended by the Corangamite Catchment Management Authority.~~
- Review retail and office floor space needs in Colac and review zones accordingly.

Undertaking other actions

- Maintain close linkages with the Corangamite Catchment Management Authority, the Western Coastal Board, VicRoads, Water Corporations, the Victorian Coastal Council, the Department of Sustainability and Environment and the Department of Planning and Community Development to ensure regional consistency is developed.

- Undertake urban design improvements for the enhancement of the Colac Town Centre.
- Undertake enhanced recreation and pathway connections particularly around Lake Colac and in relation to the proposed Education, Recreation and Community Precinct.
- Maintain and enhance the local road network, particularly links with Colac, to support viability of Birregurra and encourage tourism.
- Investigate the land use planning implications of sea level rise and storm surge associated with climate change and appropriate planning scheme responses.
- Identify and protect RAMSAR wetlands as important ecological and economic assets.
- Identify and promote activities which illustrate and are sensitive to local Koori history and culture.

21.07 REFERENCE DOCUMENTS

16/02/2012
Proposed C67

The following strategic studies have informed the preparation of this planning scheme. All relevant material has been included in the Scheme and decisions makers should use these documents for background research only. Material in these documents that potentially provides guidance on decision making but is not specifically referenced by the Scheme should not be given any weight.

Settlement

- Apollo Bay Structure Plan (2007)
- Colac Structure Plan (2007)
- Apollo Bay and Marengo Neighbourhood Character Review Background Report (2003)
- Barwon Downs Township Masterplan (2006)
- Beeac Township Masterplan (2001)
- Beech Forest Township Masterplan (2003)
- Birregurra Township Masterplan (2003)
- Carlisle River Township Masterplan (2004)
- Cressy Township Masterplan (2007)
- Forrest Township Masterplan (2007)
- Gellibrand Township Masterplan (2004)
- Kennett River, Wye River and Separation Creek Structure Plans (2008)
- Lavers Hill Township Masterplan (2006)
- Siting and Design Guidelines for Structures on the Victorian Coast, Victorian Coastal Council (1997)
- Skenes Creek, Kennett River, Wye River and Separation Creek Neighbourhood Character Study (2005)
- Swan Marsh Township Masterplan (2001)

Environment

- Biodiversity Action Planning – Otway Plain Bioregion, 2003
- Biodiversity Action Planning – Otway Ranges Bioregion, 2003
- Biodiversity Action Planning – Victorian Volcanic Plains Bioregion, 2003
- Biodiversity Action Planning – Warrnambool Plains Bioregion, 2003
- Central West Victoria Regional Coastal Action Plan (2002)
- Central West Victoria Estuaries Coastal Action Plan (2005)
- Coastal Spaces Recommendations Report (2006), Department of Sustainability and Environment
- Colac Otway Heritage Study (2003)
- Colac Otway Shire Three Towns Stormwater Management Strategy (2004)
- Colac Otway Stormwater Management Plan (2002)
- Corangamite Floodplain Management Strategy (2002), Corangamite Catchment Management Authority
- Corangamite Native Vegetation Strategy (2006), Corangamite Catchment Management Authority
- Corangamite Regional Catchment Strategy 2003 – 2008 (2003), Corangamite Catchment Management Authority

- Corangamite River Health Strategy (2007), Corangamite Catchment Management Authority
- Corangamite Wetland Strategy 2006 – 2011, (2006), Corangamite Catchment Management Authority
- Draft Corangamite Salinity Action Plan (2003), Corangamite Catchment Management Authority
- Great Ocean Road Region Landscape Assessment Study (2003)
- Municipal Fire Prevention Planning Guidelines (1997), Country Fire Authority
- Victorian Coastal Strategy (2002), Victorian Coastal Council
- Wastewater Management Issues Paper: Beeac (2005)
- Wastewater Management Issues Paper: Birregurra (2002)
- Wastewater Management Issues Paper: Forrest (2005)
- Wastewater Management Issues Paper: Kennett River (2002)
- Wastewater Management Issues Paper: Wye River and Separation Creek (2002)
- Domestic Wastewater Management Plan (2007), Colac Otway Shire Council
- Salinity Management Overlay Project Report, EnPlan-DBA with Dahlhaus Environmental Geology and Chris Harty Planning and Environmental Management, Corangamite CMA, 2006
- Colac Otway Shire Salinity Management Overlay Salinity Occurrences and Mapping Background Report No. 2, Dahlhaus Environmental Geology, 2006
- Colac Otway Shire - Salinity Management Overlay Review of Mapping Boundaries, Dahlhaus Environmental Geology Pty Ltd, 2012
- Permit Application Requirements for Development Proposals where a Salinity Management Overlay applies, EnPlan, 2006

Economic Development

- Colac Otway Economic Development and Tourism Strategy (2004)
- Colac Otway Rural Land Strategy (2007)
- Colac West Industrial Area - Outline Development Plan for the Colac West Industrial Area (1996)

44.02 SALINITY MANAGEMENT OVERLAY

18/11/2011
VC83

Shown on the planning scheme map as SMO with a number (if shown).

Purpose

To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

To identify areas subject to saline ground water discharge or high ground water recharge.

To facilitate the stabilisation of areas affected by salinity.

To encourage revegetation of areas which contribute to salinity.

To encourage development to be undertaken in a manner which brings about a reduction in salinity recharge.

To ensure development is compatible with site capability and the retention of vegetation, and complies with the objectives of any salinity management plan for the area.

To prevent damage to buildings and infrastructure from saline discharge and high watertable.

44.02-1 Buildings and works

31/10/2006
VC43

A permit is required to construct a building or construct or carry out works. This does not apply:

- If a schedule to this overlay specifically states that a permit is not required.
- To salinity management works carried out in accordance with any Regional Catchment Strategy and associated plan applying to the land.
- To an alteration to an existing building where there is no increase in floor area and no increase in waste water disposal. This exemption does not apply to alterations required as part of remedial works for salt or high water table damage.
- To a building used for agriculture with a floor area of less than 100 square metres where there is no increase in waste water disposal.

44.02-2 Subdivision

31/10/2006
VC43

A permit is required to subdivide land.

44.02-3 Removal of vegetation

15/09/2008
VC49

A permit is required to remove, destroy or lop any vegetation. This does not apply:

- If a schedule to this overlay specifically states that a permit is not required.
- If the table to Clause 44.02-4 specifically states that a permit is not required.
- To the removal, destruction or lopping of native vegetation in accordance with a native vegetation precinct plan specified in the schedule to Clause 52.16.

44.02-4 Table of exemptions

18/11/2011
VC83

No permit is required to remove, destroy or lop vegetation to the minimum extent necessary if any of the following apply:	
Regrowth	▪ The vegetation is regrowth which has naturally established or regenerated on land lawfully cleared of naturally established vegetation and is within the boundary of a timber production plantation, as indicated on a Plantation Development Notice or other documented record, and has established after the plantation. This exemption does not apply to land on which vegetation has been cleared or otherwise destroyed or damaged as a result of flood, fire or other natural disaster.
Bracken	▪ The vegetation is bracken (*Pteridium esculentum*) which has naturally established or regenerated on land lawfully cleared of naturally established vegetation. This exemption does not apply to land on which vegetation has been cleared or otherwise destroyed or damaged as a result of flood, fire or other natural disaster.
Noxious weeds	▪ The vegetation is a noxious weed the subject of a declaration under section 58 or section 58A of the Catchment and Land Protection Act 1994. This exemption does not apply to Australian Dodder (*Cuscuta australis*).
Pest animal burrows	▪ The vegetation is to be removed, destroyed or lopped to enable the removal of pest animal burrows. In the case of native vegetation the written agreement of an officer of the Department responsible for administering the Flora and Fauna Guarantee Act 1988 is required before the vegetation can be removed, destroyed or lopped.
Land use conditions	▪ The vegetation is to be removed, destroyed or lopped to comply with a land use condition served under the Catchment and Land Protection Act 1994.
Land management notices	▪ The vegetation is to be removed, destroyed or lopped to comply with land management notice issued under the Catchment and Land Protection Act 1994.
Planted vegetation	▪ The vegetation has been planted or grown as a result of direct seeding for Crop raising or Extensive animal husbandry.
Emergency works	▪ The vegetation presents an immediate risk of personal injury or damage to property and only that part of vegetation which presents the immediate risk is removed, destroyed or lopped. ▪ The vegetation is to be removed, destroyed or lopped by a public authority or municipal council to create an emergency access or to enable emergency works.
Fire protection	▪ The vegetation is to be removed, destroyed or lopped for the making of a fuelbreak by or on behalf of a public authority in accordance with a strategic fuelbreak plan approved by the Secretary to the Department of Sustainability and Environment (as constituted under Part 2 of the Conservation, Forest and Lands Act 1987). The maximum width of a fuelbreak must not

No permit is required to remove, destroy or lop vegetation to the minimum extent necessary if any of the following apply:	
	exceed 40 metres. ▪ The vegetation is to be removed, destroyed or lopped for fire fighting measures, fuel reduction burning, or the making of a fuel break up to 6 metres wide. ▪ The vegetation is ground fuel within 30 metres of a building. ▪ The vegetation is to be removed, destroyed or lopped in accordance with a fire prevention notice under: · Section 65 of the Forests Act 1958. · Section 41 of the Country Fire Authority Act 1958. · Section 8 of the Local Government Act 1989. ▪ The vegetation is to be removed, destroyed or lopped to keep the whole or any part of any vegetation clear of an electric line in accordance with a code of practice prepared under Part 8 of the Electricity Safety Act 1998. ▪ The vegetation is to be removed, destroyed or lopped in accordance with any code of practice prepared in accordance with Part 8 of the Electricity Safety Act 1998 in order to minimise the risk of bushfire ignition in the proximity of electricity lines. ▪ The vegetation is to be removed, destroyed or lopped to reduce fuel loads on roadsides to minimise the risk to life and property from bushfire of an existing public road managed by the relevant responsible road authority (as defined by the Road Management Act 2004) in accordance with the written agreement of the Secretary to the Department of Sustainability and Environment (as constituted under Part 2 of the Conservation, Forest and Lands Act 1987).
Surveying	▪ The vegetation is to be removed, destroyed or lopped for establishing sight-lines for the measurement of land by surveyors in the exercise of their profession, and if using hand-held tools.
Road safety	▪ The vegetation is to be removed, destroyed or lopped to maintain the safe and efficient function of an existing public road managed by the relevant responsible road authority (as defined by the Road Management Act 2004) in accordance with the written agreement of the Secretary to the Department of Sustainability and Environment (as constituted under Part 2 of the Conservation, Forest and Lands Act 1987).
Railways	▪ The vegetation is to be removed, destroyed or lopped to maintain the safe and efficient function of an existing railway or railway access road, in accordance with the written agreement of the Secretary to the Department of Sustainability and Environment (as constituted under Part 2 of the Conservation, Forest and Lands Act 1987).
Stone extraction	▪ The vegetation is to be removed, destroyed or lopped to enable the carrying out of Stone extraction in accordance with a work plan approved under the Mineral Resources (Sustainable Development) Act 1990 and authorised by a work

No permit is required to remove, destroy or lop vegetation to the minimum extent necessary if any of the following apply:	
	authority granted under that Act.
Stone exploration	▪ The vegetation is to be removed, destroyed or lopped to enable the carrying out of Stone exploration. The maximum extent of vegetation removed, destroyed or lopped under this exemption on contiguous land in the same ownership in a five year period must not exceed any of the following: · 1 hectare of vegetation which does not include a tree. · 15 trees if each tree has a trunk diameter of less than 40 centimetres at a height of 1.3 metres above ground level. · 5 trees if each tree has a trunk diameter of 40 centimetres or more at a height of 1.3 metres above ground level. This exemption does not apply to vegetation to be removed, destroyed or lopped to enable costeaning and bulk sampling activities.
Mineral extraction	▪ The vegetation is to be removed, destroyed or lopped to enable the carrying out of Mineral extraction in accordance with a work plan approved under the Mineral Resources (Sustainable Development) Act 1990 and authorised by a work authority granted under that Act.
Mineral Exploration	▪ The vegetation is to be removed, destroyed or lopped to enable the carrying out of Mineral exploration.
Geothermal energy exploration and extraction	▪ The vegetation is to be removed, destroyed or lopped to enable the carrying out of geothermal energy exploration or extraction in accordance with the Geothermal Energy Resources Act 2005.

44.02-5 Application requirements

15/09/2008
VC49

An application must be accompanied by the following information, as appropriate:

- The source of water supply.
- Water use requirements and effluent or water disposal provision.
- Any existing vegetation proposed to be removed.
- Details of the species, location and density of any proposed landscaping.
- The water balance under the current land use and any proposed land use.
- Title and ownership details.
- Topographic information including natural contours of the land, highlighting significant ridges, hill tops and crests, slopes in excess of 25 percent (1:4), low lying areas, drainage lines, waterways, springs, dams, lakes, wetlands and other environmental features on or in close proximity to the subject area.
- Geology types.
- Location and area of outcropping bedrock.
- Soil types.

- Size and location of high recharge areas and discharge areas from the site inspection, soil types, soil depth, and soil percolation rates/infiltration.
- Size and location of discharge areas and areas of high salinity risk from the site inspection, including the identification of shallow watertable within 3 metres of the surface (depth to watertable), and soil salinity from soil tests or vegetative indicators.
- Area of land and the proportion of the development site identified as high recharge or discharge areas.
- Location, species and condition of existing vegetation (both native and exotic species).
- Existing degraded areas and recommendations for land management practices and remedial works required to overcome any existing or potential land degradation.

44.02-6 Exemption from notice and review

15/09/2008
VC49

An application under this overlay is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

44.02-7 Referral of applications

15/09/2008
VC49

Before deciding on any application, the responsible authority must refer the application and any site capability report to the Department of Sustainability and Environment under Section 55 of the Planning and Environment Act, 1987 unless in the opinion of the responsible authority the proposal satisfies requirements or conditions previously agreed in writing between the responsible authority and the Department of Sustainability and Environment.

44.02-8 Decision guidelines

18/11/2011
VC83

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The State Environmental Protection Policy, (Waters of Victoria).
- The Regional Landcare Plan applicable to the catchment.
- The Catchment Salinity Management Plan to the particular catchment.
- A Local Government Planning Guide for Dry Land Salinity - Department Conservation and Natural Resources, 1995.
- The need to remove, destroy or lop vegetation to create defendable space to reduce the risk of bushfire to life and property.
- The need to augment tree planting and the establishment of deep-rooted, high water-use pasture species to reduce rainfall accessions to the watertable in high recharge areas.
- The need for planting of salt-tolerant species to stabilise and lower ground water levels in discharge areas.
- The need for stock-proof fencing of discharge and high discharge areas to enable effective stock management for site stabilisation.
- Any proposed landscaping and the need to preserve existing vegetation, particularly in high recharge and high discharge areas.
- Any land management plan, works program, or farm plan applicable to the land.
- The design, siting and servicing of the development and the extent of earthworks.

- The appropriateness of the proposed use or development having regard to the sensitivity and constraints of the land and the capability of the land to accommodate the use or development.

Notes: *Refer to the* State Planning Policy Framework *and the* Local Planning Policy Framework, *including the* Municipal Strategic Statement, *for strategies and policies which may affect the use and development of land.*

Check whether an overlay also applies to the land.

Other requirements may also apply. These can be found at Particular Provisions.

//2012 C67

SCHEDULE TO THE SALINITY MANAGEMENT OVERLAY

Shown on the planning scheme map as **SMO**

1.0 Permit requirement

//2012 C67

A permit is not required:

- For the construction or extension of a detached, non-habitable building or structure with a floor area no more than 100 square metres where the buildings do not include the installation of a kitchen sink, a bath or shower, or a closet pan and wash basin.
- For the pruning or lopping of vegetation for maintenance only, provided no more than one third of the foliage is removed from any individual plant. This exemption does not apply to pruning or lopping of the trunk of a tree.
- For the mowing or slashing of grass for maintenance only. Under this exemption the grass must be:
  - Located within a lawn, garden or other planted area; or
  - Maintained at a height of at least 100 millimetres above ground level.
- For the removal, destruction or lopping of dead vegetation.
- For the removal, destruction or lopping of vegetation that has been planted or grown for aesthetic or amenity purposes, including street trees, gardens or the like.
- For the removal, destruction or lopping of vegetation that has been planted or grown as a result of direct seeding for agro-forestry (the simultaneous and substantial production of forest and other agricultural products from the same land unit), shelter belts and woodlots or the like. This exemption does not apply if the vegetation has been planted to manage salinity and/or if public funding was provided to assist in planting or managing the vegetation and the terms of the funding did not anticipate removal or harvesting of the vegetation.
- For the removal, destruction or cutting of grass or pasture in association with the use of land for agriculture. This exemption does not apply to vegetation within 30 metres from a waterway.
- For the removal, destruction or lopping of vegetation necessary for moving stock along a road. This exemption does not apply to the removal, destruction or lopping of vegetation as a result of holding stock in a temporary fence (including an electric fence) on a roadside for the purpose of feeding.
- For the removal, destruction or lopping of vegetation within ten metres of the outer edge of the roof of a building.

COLAC OTWAY PLANNING SCHEME

//2012 C67 **SCHEDULE TO CLAUSE 61.03**

Maps comprising part of this scheme

- Zoning Maps sheets 1-30 inclusive.
- Environmental Significance Overlay maps:
- 1ESO2, 1ESO4
- 2ESO2, 2ESO3, 2ESO4
- 3ESO2, 3ESO4
- 4ESO4
- 5ESO, 5ESO2, 5ESO4
- 9ESO2, 9ESO4
- 10ESO2, 10ESO4
- 11ESO2
- 12ESO4
- 14ESO4
- 15ESO1, 15ESO2, 15ESO3
- 16ESO1, 16ESO2, 16ESO3, 16ESO4
- 18ESO3
- 19ESO2, 19ESO3
- 20ESO2, 20ESO3
- 21ESO2, 21ESO3, 21ESO4, 21ESO5
- 22ESO2, 22ESO3
- 23ESO2, 23ESO4
- 24ESO2
- 25ESO2, 25ESO3, 25ESO4
- 26ESO2, 26ESO3, 26ESO5
- 27ESO2, 27ESO3, 27ESO5,
- 28ESO2
- 29ESO2
- 30ESO2.

Vegetation Protection Overlay maps:

- 1VPO2
- 2VPO2
- 3VPO2
- 4VPO2
- 5VPO1
- 6VPO1

- 9VPO2
- 11VPO1
- 12VPO2
- 14VPO1, 14VPO2
- 15VPO1, 15VPO2
- 16VPO1, 16VPO2
- 19VPO1, 19VPO2
- 20VPO1
- 21VPO1, 21VPO2
- 22VPO2
- 25VPO1, 25VPO2
- 26VPOI, 26VPO2
- 27VPO1, 27VPO2
- 28VPO2
- 30VPO1.

Significant Landscape Overlay maps:

- 1SLO1
- 2SLO1
- 5SLO1
- 8SLO1
- 9SLO1
- 11SLO1
- 15SLO1
- 16SLO1
- 18SLO1
- 19SLO1
- 25SLO1
- 26SLO1.

Heritage Overlay maps:

- 2HO
- 3HO
- 4HO
- 5HO
- 9HO
- 10HO
- 11HO
- 12HO
- 13HO

- 15HO
- 20HO
- 21HO
- 26HO.

Design and Development Overlay maps:

- 5DDO
- 9DDO
- 11DDO.

Development Plan Overlay maps:

- 9DPO.

Erosion Management Overlay maps:

- 9EMO1
- 11EMO1
- 12EMO1
- 13EMO1
- 14EMO1
- 15EMO1
- 16EMO1
- 17EMO1
- 18EMO1
- 19EMO1
- 20EMO1
- 21EMO1
- 22EMO1
- 23EMO1
- 24EMO1
- 25EMO1
- 26EMO1
- 27EMO1
- 28EMO1
- 29EMO1
- 30EMO1.

Salinity Management Overlay maps:

- 1 to 7SMO
- 9 to 12SMO
- 14 to 16SMO
- 18 to 19SMO
- 25 to 26SMO

Land Subject to Inundation Overlay maps:

- 1 to 6LSIO
- 9 to 21LSIO
- 23 to 30LSIO.

Wildfire Management Overlay maps:

- 1WMO
- 2WMO
- 4WMO
- 5WMO
- 9WMO
- 11 to 30WMO.

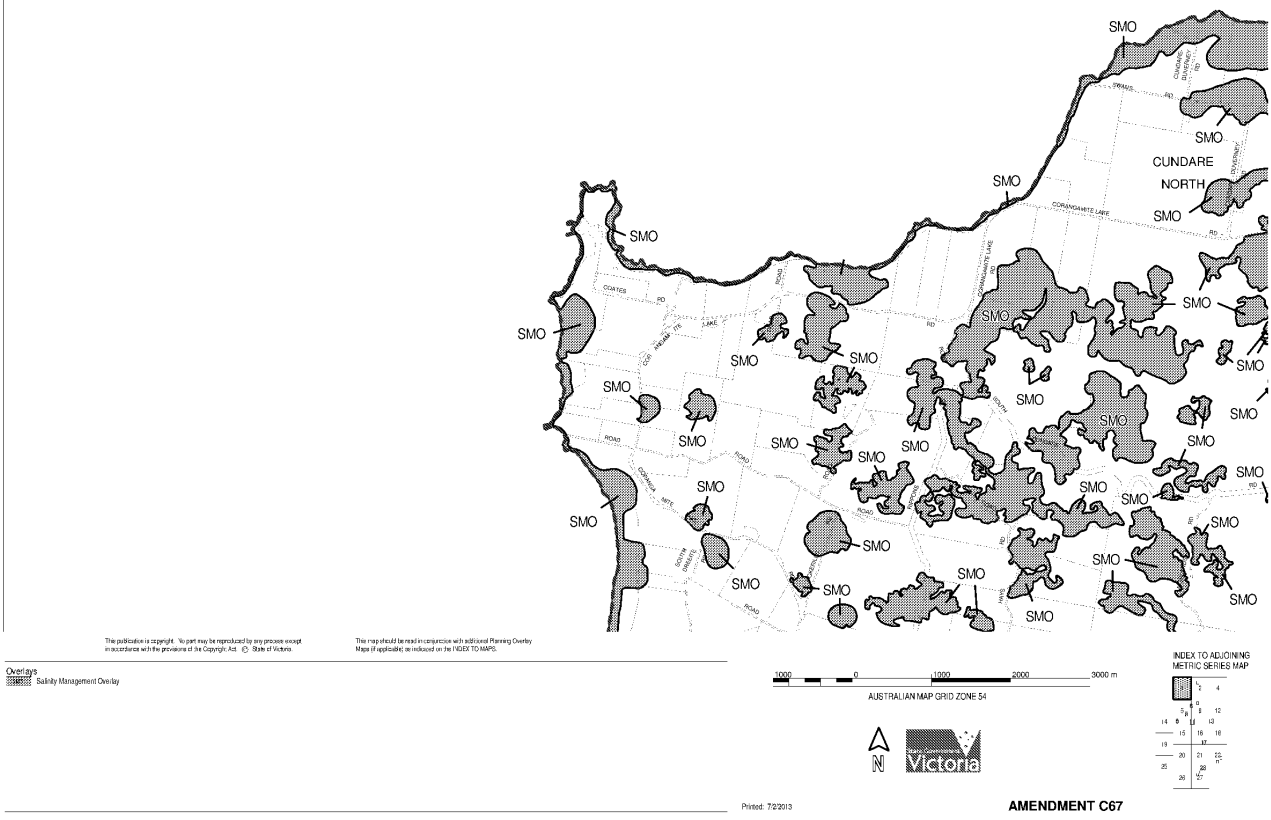
Public Acquisition Overlay maps:

- 5PAO
- 6PAO
- 9PAO
- 11PAO
- 12PAO
- 16PAO
- 27PAO
- 29PAO.

Airport Environs Overlay maps:

- 9AEO
- 27AEO
- 29AEO
- 30AEO.

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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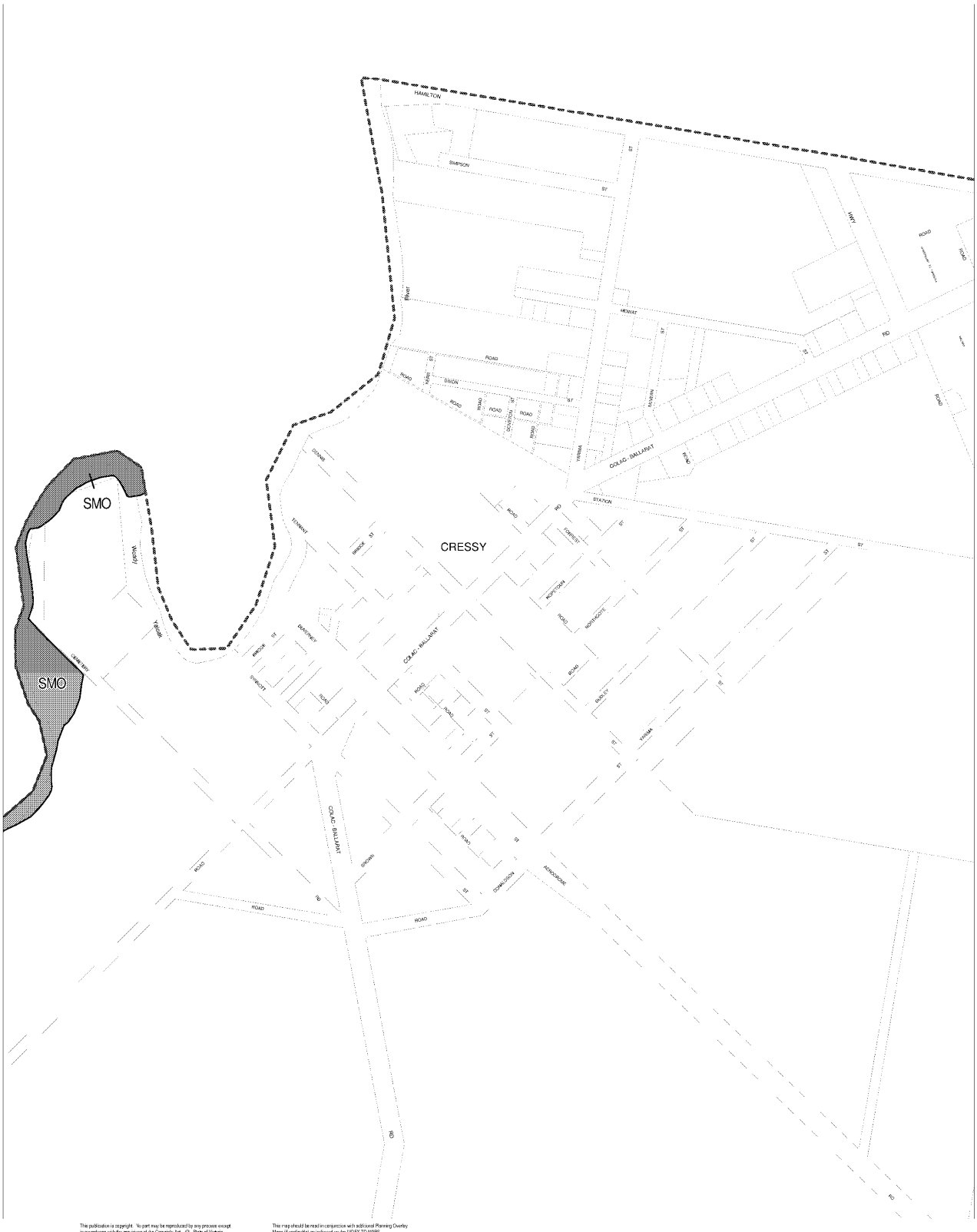
COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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Overlays
Salinity Management Overlay

100 0 100 200 300 400 500 m
AUSTRALIAN MAP GRID ZONE 54

INDEX TO ADJOINING METRIC SERIES MAP

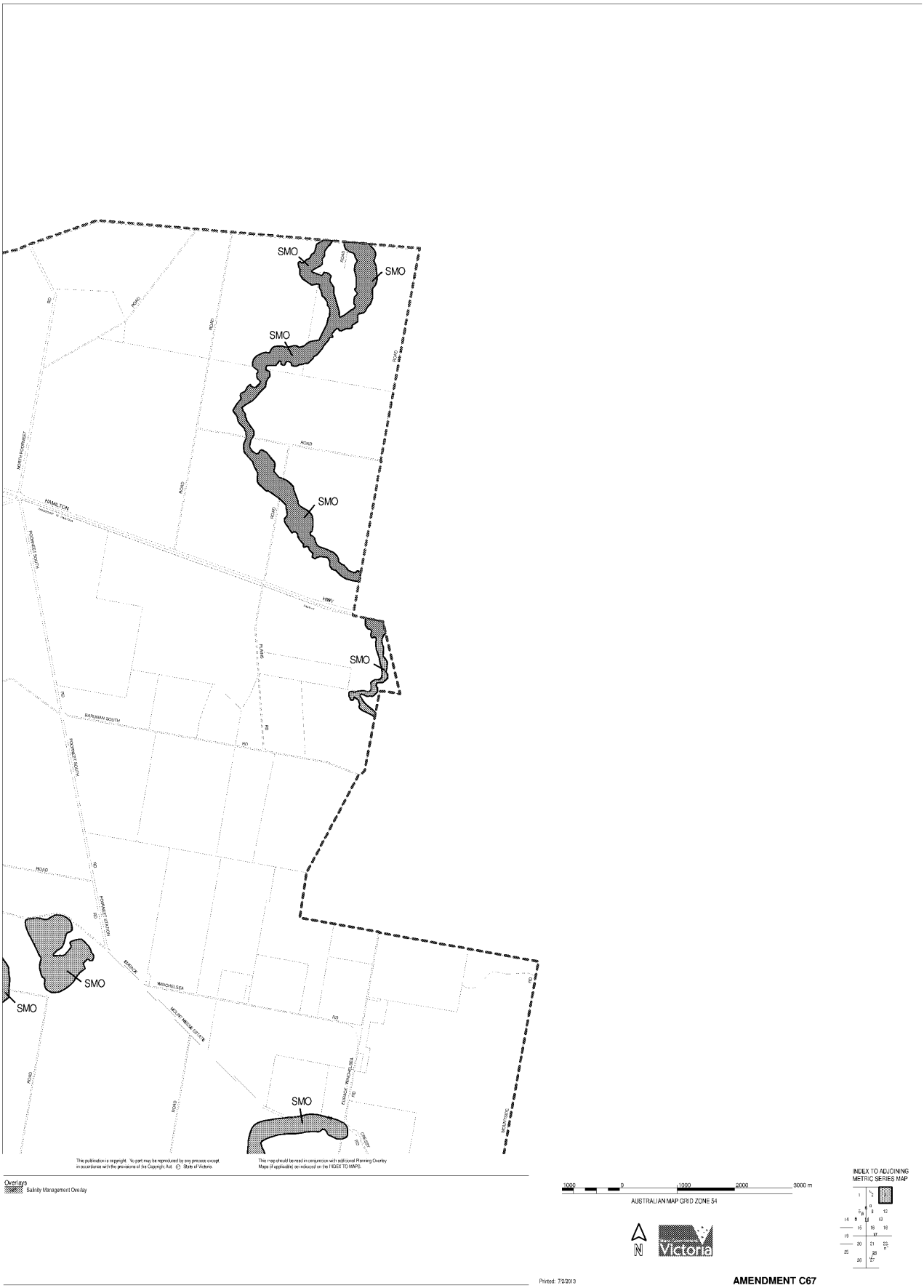
Printed: 7/2/2013

AMENDMENT C67

SALINITY MANAGEMENT OVERLAY

MAP No 3SMO

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

SALINITY MANAGEMENT OVERLAY

MAP No 5SMO

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Overlays
Salinity Management Overlay

100 0 100 200 300 400 500 m
AUSTRALIAN MAP GRID ZONE 54

INDEX TO ADJOINING METRIC SERIES MAP

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Printed: 7/2/2013

AMENDMENT C67

SALINITY MANAGEMENT OVERLAY

MAP No 6SMO

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Overlays
Salinity Management Overlay

100 0 100 200 300 400 500 m

AUSTRALIAN MAP GRID ZONE 54

INDEX TO ADJOINING METRIC SERIES MAP

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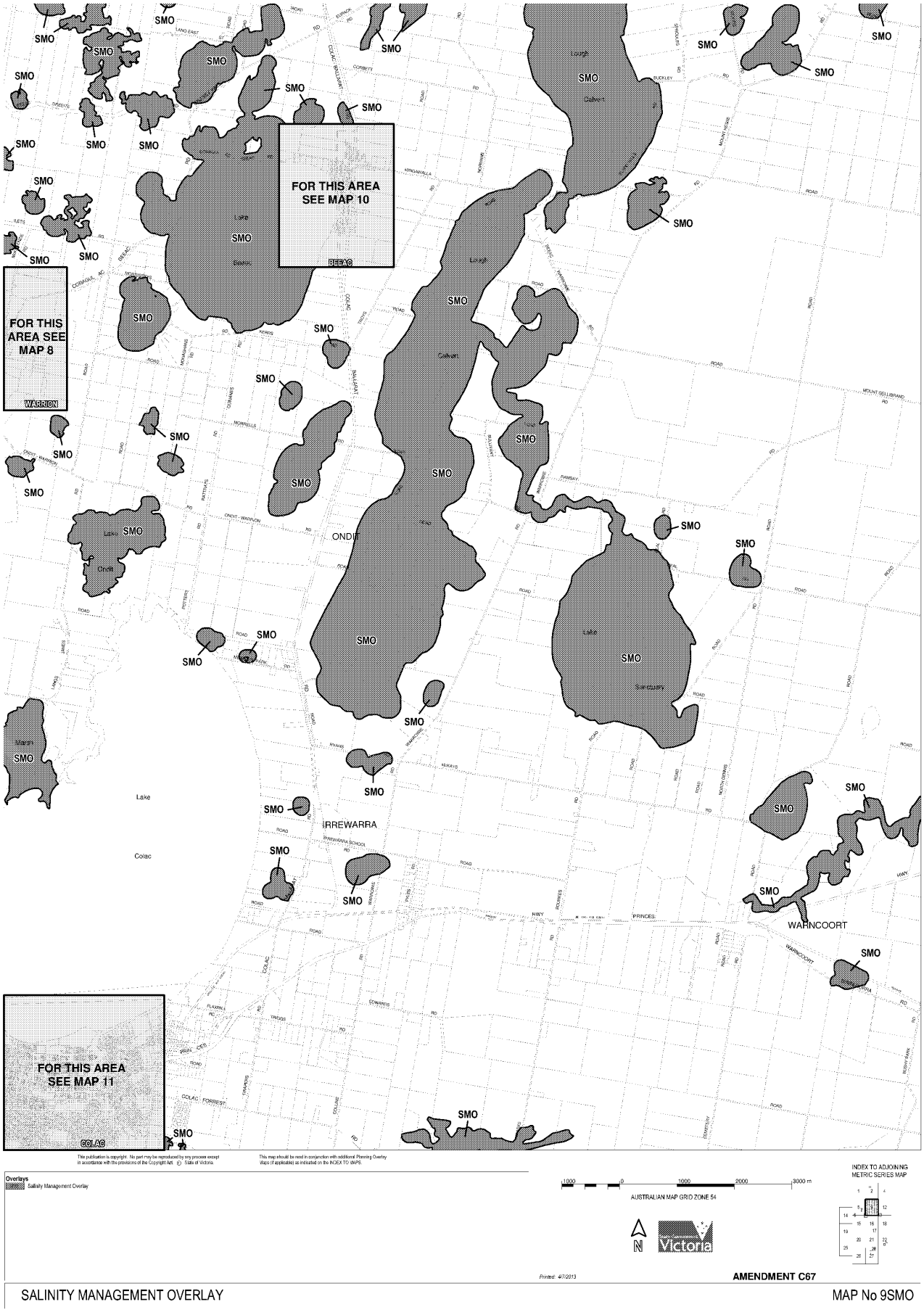
AMENDMENT C67

SALINITY MANAGEMENT OVERLAY

MAP No 7SMO


COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION
SMO
FOR THIS AREA SEE MAP 10
FOR THIS AREA SEE MAP 8
FOR THIS AREA SEE MAP 11
WARRION
BEEAC
COLAC
ONDIT
IRREWARRA
WARNCOORT
Lake Colac
Overlays
Salinity Management Overlay
AUSTRALIAN MAP GRID ZONE 54
INDEX TO ADJOINING METRIC SERIES MAP
AMENDMENT C67
SALINITY MANAGEMENT OVERLAY
MAP No 9SMO

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Overlays
Salinity Management Overlay

100 0 100 200 300 400 500 m

AUSTRALIAN MAP GRID ZONE 54

INDEX TO ADJOINING METRIC SERIES MAP

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AMENDMENT C67

SALINITY MANAGEMENT OVERLAY

MAP No 10SMO

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Overlays
Salinity Management Overlay

200 0 200 400 600 800 1000 m
AUSTRALIAN MAP GRID ZONE 54

INDEX TO ADJOINING METRIC SERIES MAP

N

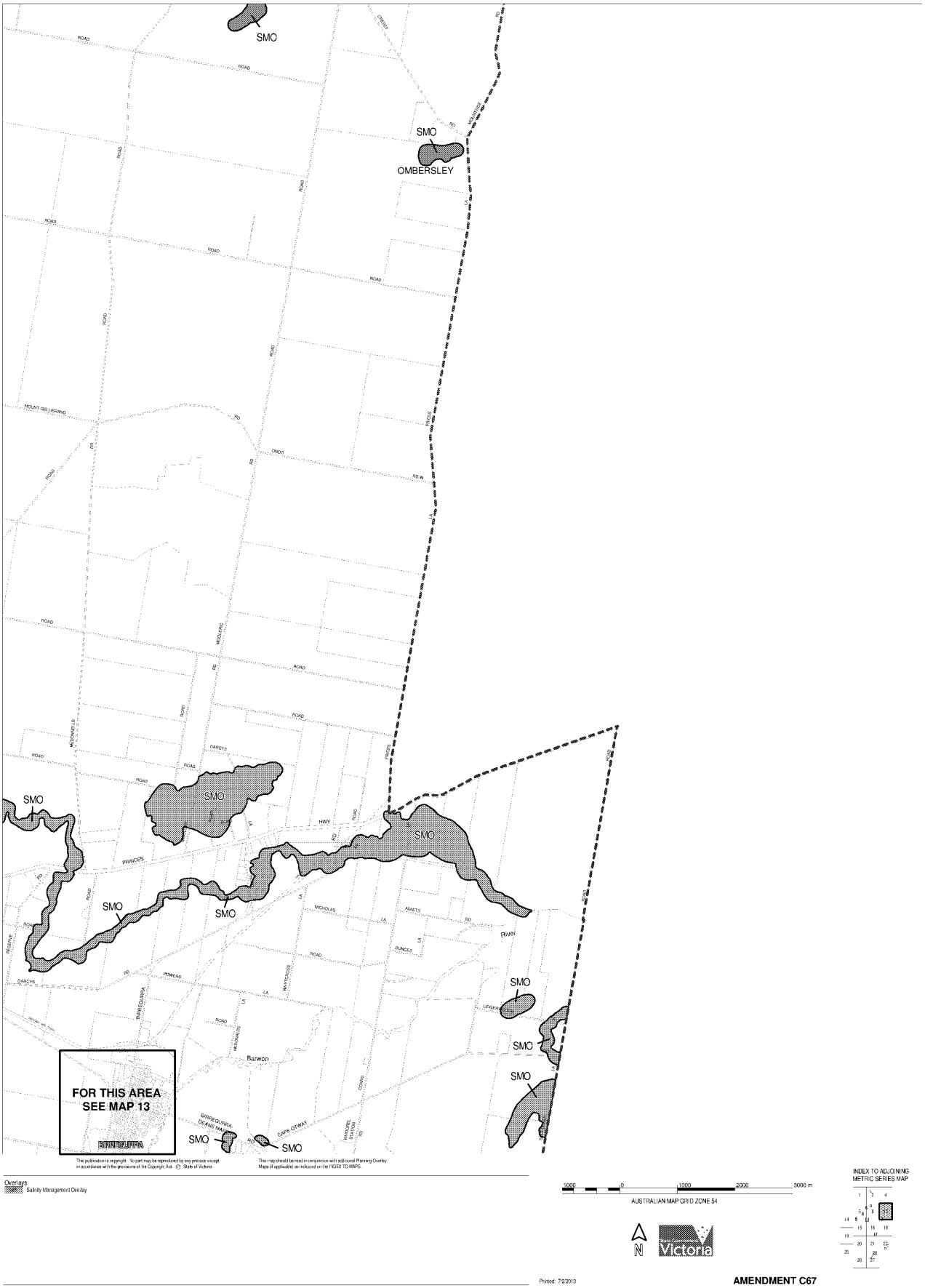
Printed: 7/2/2013

AMENDMENT C67

SALINITY MANAGEMENT OVERLAY

MAP No 11SMO

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



SALINITY MANAGEMENT OVERLAY

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SALINITY MANAGEMENT OVERLAY

MAP No 14SMO

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

SALINITY MANAGEMENT OVERLAY

MAP No 15SMO

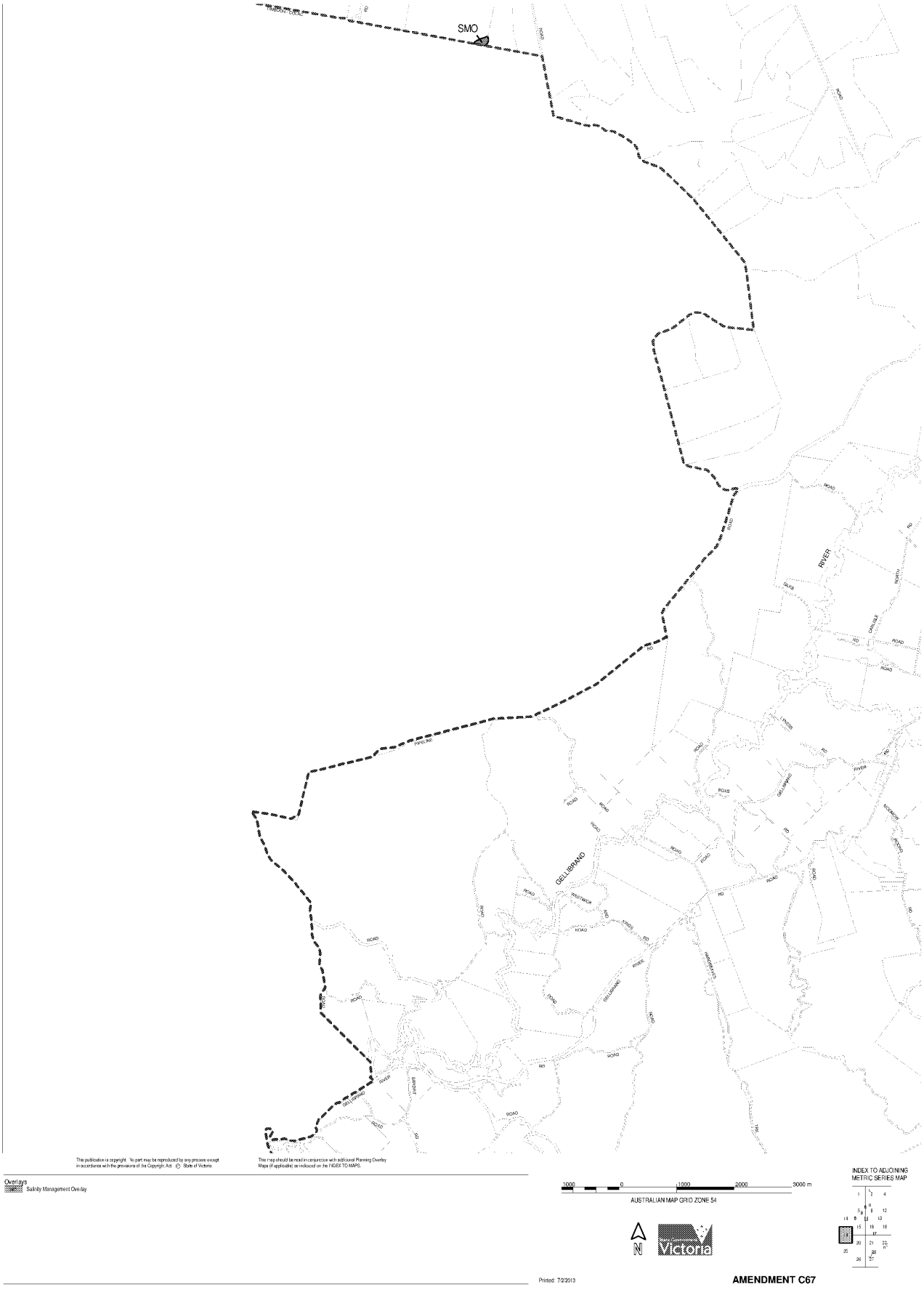
COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

SALINITY MANAGEMENT OVERLAY

MAP No 16SMO

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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Overlays
Salinity Management Overlay

1000 0 1000 2000 3000 m
AUSTRALIAN MAP GRID ZONE 54

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INDEX TO ADJOINING METRIC SERIES MAP

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AMENDMENT C67

SALINITY MANAGEMENT OVERLAY

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Overlays
Salinity Management Overlay

1000 0 1000 2000 3000 m
AUSTRALIAN MAP GRID ZONE 54

INDEX TO ADJOINING METRIC SERIES MAP

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AMENDMENT C67

SALINITY MANAGEMENT OVERLAY

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Overlays
Salinity Management Overlay

1000 0 1000 2000 3000 m
AUSTRALIAN MAP GRID ZONE 54

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INDEX TO ADJOINING METRIC SERIES MAP

Printed: 7/2/2013

AMENDMENT C67

SALINITY MANAGEMENT OVERLAY

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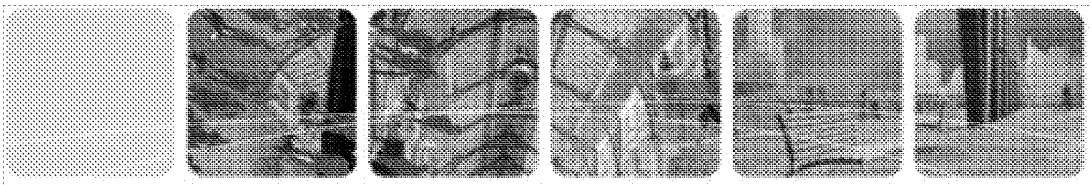


Planning and Environment Act 1987

Panel Report

Colac Otway Planning Scheme

Amendment C67

Salinity Management Overlay

6 June 2013

Planning and Environment Act 1987

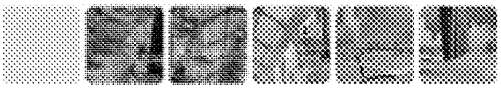
Panel Report pursuant to Section 25 of the Act

Amendment C67 to the Colac Otway Planning Scheme

Salinity Management Overlay

Nick Wimbush, Chair

Lyn Denison, Member



Contents

Page

1 Background 1
1.1 The Amendment 1
1.2 Background to the Amendment 1
1.3 Exhibition and submissions 2
1.4 The Panel 2
1.5 Hearings and inspections 2
1.6 Issues addressed in this report 3

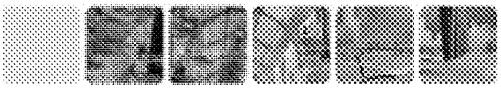
2 Planning context 4
2.1 State Planning Policy Framework 4
2.2 Local Planning Policy Framework 5
2.3 Planning scheme provisions 6
2.4 Other relevant strategies and projects 7
2.5 Conclusions and recommendation 8

3 Methodology behind the overlay 9
3.1 The issue 9
3.2 Background to the two geotechnical reports 9
3.3 Evidence and submissions 10
3.4 Discussion 11
3.5 Conclusions and recommendations 12

4 Properties subject to submissions 13
4.1 The issue 13
4.2 Submissions 13
4.3 Discussion 15
4.4 Conclusions and recommendations 15

5 Summary of recommendations 16

Appendix A List of Submitters



List of Tables

Page

Table 1 Parties to the Panel Hearing 3

List of Abbreviations

CCMA	Corangamite Catchment Management Authority
Dahlhaus	Dahlhaus Environmental Geology Pty Ltd
DEM	Digital Elevation Model
DPCD	Department of Planning and Community Development
DPI	Department of Primary Industries
DSE	Department of Sustainability and Environment
EPA	Environment Protection Authority
ESO	Environmental Significance Overlay
GIS	Geographic Information System
LiDAR	Light Detection and Ranging
LPPF	Local Planning Policy Framework
MSS	Municipal Strategic Statement
SMO	Salinity Management Overlay
SPPF	State Planning Policy Framework
The Report	Colac Otway Shire Salinity Management Overlay Review of Mapping Boundaries report
VPP	Victoria Planning Provisions

1 Background

1.1 The Amendment

Amendment C67 to the Colac Otway Planning Scheme, as exhibited, introduces the Salinity Management Overlay (SMO) and schedules at Clause 44.02 and introduces a number of SMO maps into the Planning Scheme to apply to the following:

- Naturally occurring saline lakes and wetlands; and
- Areas of secondary salinity where salinity is a threat to land productivity and built structures.

The Amendment also seeks to:

- Amend Clause 21.04 – Environment and Clause 21.04-4 – Salinity by adding additional references to the salinity problems in the Shire and how they can be managed through the Planning Scheme;
- Amend Clause 21.06 to delete reference to needing a SMO in the scheme as this Amendment completes the action; and
- Add additional reference documents to Clause 21.07 – Reference Documents as shown in the exhibited Amendment.

The Amendment implements the outcomes of the *Colac Otway Shire Salinity Management Overlay Review of Mapping Boundaries* report prepared for Council by Dahlhaus Environmental Geology Pty Ltd in August 2012.

The planning authority and proponent for the Amendment is Colac Otway Shire Council.

1.2 Background to the Amendment

In August 2012, the Colac Otway Shire Salinity Management Overlay Review of Mapping Boundaries Report was released. Prepared by Dahlhaus Environmental Geology Pty Ltd, the report was commissioned by the Corangamite Catchment Management Authority (CCMA) to revise the SMO boundaries in the Shire.

The report revises the 2006 SMO boundaries that were prepared as a result of a project commissioned by the Colac Otway, Surf Coast, Golden Plains and Corangamite Shires that was funded jointly by the Federal and State Government through the National Action Plan for Salinity and Water Quality.

Colac Otway Shire Council considers that since the report was prepared in 2006 the original mapping has updated to more accurately reflect the extent of salinity hazard, and the SMO boundaries should be updated in accordance with this. According to Council, the mapping used in the 2012 report is based on higher resolution terrain data and improved geographic information system (GIS) methods.

The final version of the SMO is comprised of the following:

- 241 polygons covering an area of 16,288.75 hectares (4.7%);
- 19 polygons greater than 100 hectares in area account for 72.5% of the SMO area. All except for one occurs north of the Princes Highway; and

- Approximately 43.5% of the SMO is in three polygons greater than 2,000 hectares. It covers parts of Lake Martin and the edges of Lake Corangamite, Lake Weering and surrounds, and Lough Calvert.

Given the substantial coverage of the SMO in the Shire the Panel has not included the exhibited maps. The exhibited Amendment documentation should be referred to for the complete set.

1.3 Exhibition and submissions

The Amendment was exhibited between 1 November and 20 December 2012. Notices were placed in the Colac Herald, Birregurra Mail and Apollo Bay News sheet, and letters were sent to properties in affected areas. Council received twelve submissions, seven of which objected to the Amendment. The objecting submissions raised the following concerns:

- The accuracy and extent of the mapped area;
- The appropriateness of the overlay in addressing salinity in relation to building construction;
- Impacts on Council resources and liability; and
- The potential reduction in property values and impact on development opportunities.

1.4 The Panel

This Panel was appointed under delegation on the 21 February 2013 pursuant to Sections 153 and 155 of the *Planning and Environment Act 1987* to hear and consider submissions in respect of the Amendment.

The Panel consisted of:

- Nick Wimbush (Chair); and
- Lyn Denison (Member).

1.5 Hearings and inspections

A Directions Hearing was held on Thursday 21 March 2013 at the Colac Community Library and Learning Centre, Colac. The Panel Hearing was held on 19 April 2013 at the same location.

On the day of the Hearing the Panel inspected the Beeac property of the attending submitter, Mr Robert Missen, with Mr Missen and Council officers Ms Gemma Browning and Mr Don Lewis, and Dr Peter Dahlhaus.

The Panel have considered all written and oral submissions and all material presented to it in connection with this matter.

The Panel heard the parties listed in Table 1.

Table 1 Parties to the Panel Hearing

Submitter	Represented by
Colac Otway Shire Council	Ms Gemma Browning and Mr Don Lewis who called the following expert witness: - Dr Peter Dahlhaus in hydrogeology, engineering geology and environmental geology
Mr Robert Missen	

A list of all submitters is included in Appendix A.

1.6 Issues addressed in this report

Having considered the Amendment and submissions, the Panel addresses the following issues in more detail:

- Planning Context;
- Methodology behind the SMO;
- Individual properties subject to submissions; and
- Other issues.

2 Planning context

This section of the Report considers the strategic planning and policy issues around the Amendment and assesses how it assists with the implementation of sound planning in Victoria.

2.1 State Planning Policy Framework

Council submitted that the Amendment is consistent with the following sections of the SPPF (paraphrased from Council's submission):

Clause 10.02 Goal which aims to avoid and minimise environmental degradation and risks caused by salinity. In doing this, it encourages the establishment of policy to guide decision making.

Clause 11.02-1 Supply of Urban Land which *seeks to ensure that planning for urban growth takes into account the limits of land capability and natural hazards.* The Amendment recognises salinity as a soil hazard and establishes policy and overlay controls in order to guide the assessment of zoning, subdivision and development.

Clause 11.05-4 Regional planning strategies and principles which has the subheadings 'Environmental Health and Productivity' and 'Climate Change, Natural Hazards and Community Safety', under which it seeks to *avoid development impacts on land and locate and design new dwellings, subdivisions and other development to minimise risk, property, the natural environment and community infrastructure from natural hazards*. The Amendment identifies sites that are impacted by salinity to provide guidance in relation to the siting and design of new development.

Clause 12 Environmental and landscape values which has the objective of identifying the 'primary salinity' sites that have environmental values. The SMO, combined with the current ESO2, *provides a regime for improved planning and management of lakes and wetlands that are saline assets*.

Clause 12.01-1 Protection of habitat which attempts to protect biodiversity including native vegetation and habitats for native plants and animals. The Amendment will help ensure this by protecting the saline environmental values under the SMO.

Clause 13 Environmental risks as the Amendment attempts to *minimise environmental degradation and hazards by helping to identify and manage areas affected by salinity.* The SMO will encourage development to be designed and located in places which avoid saline areas and minimise the impacts of salinity.

Clause 13.03-3 Salinity which seeks to minimise the impact of salinity and rising water tables on land uses, buildings and infrastructure in rural and urban areas and areas of environmental significance and reduce salt loads in rivers. The policy encourages the use of zoning, overlay controls and permit conditions to:

- *Promote vegetation retention and replanting in aquifer recharge areas and contributing to groundwater salinity problems;*
- *Prevent inappropriate development in areas affected by groundwater salinity.*

In doing this, the Amendment will implement the objectives of the CCMA Regional Catchment Strategy and Salinity Action Plan.

Clause 14.01-1 Protection of agricultural land as the Amendment seeks to protect productive land and soil through the mitigation of saline ground within the Shire.

Clause 14.02-2 Water quality as the Amendment makes policy changes to the MSS to address land use changes that can impact on groundwater and uses the SMO to identify and manage salinity sites.

2.2 Local Planning Policy Framework

Council submitted that the Amendment supports the following sections of the LPPF (as paraphrased by Council):

Clause 21.02-2 Land Use Vision which states that *development will respond to environmental risks such as salinity*. The Amendment achieves this by implementing controls over development in areas where potential salinity impacts have been identified.

Clause 21.03 Settlement which *recognises that future development of settlements should acknowledge environmental constraints*. The Amendment achieves this by making a policy change to the MSS specifically in relation to salinity and its impacts as a result of development activity.

Clause 21.04-1 Catchment management which contains strategies in relation to land capability and the protection of lakes from environmental degradation. The Amendment supports this clause as the application of the SMO requires land capability to be considered in any planning application.

Clause 21.04-2 Water which identifies the value of saline lakes in the Shire and the need for their protection through maintaining natural condition. The Amendment achieves this by working in unison with the ESO Schedule 2 to assist in the protection of saline waterways.

Clause 21.04-4 Salinity which *seeks to minimise impact of salinity on not only agricultural land but in urban areas as well*. The Amendment will apply the SMO and add the policy directions in this clause in order to enhance the management of salinity in the Shire, and avoid and mitigate the impacts of salinity.

Clause 21.05 Economic Development and Clause 21.05-1 Agriculture which contain strategies to protect farmland for sustainable architecture and encourage land management practices that are sustainable and protect the environment. The Amendment will contribute to implementing these strategies through identifying salinity and providing policy direction in relation to rural land use and agricultural production.

Clause 21.06 General Implementation and Undertaking Further Strategic Work which encourages applying the SMO to areas as recommended by CCMA.

2.3 Planning scheme provisions

(i) The Salinity Management Overlay

The Amendment introduces the Salinity Management Overlay (SMO) and a schedule to the clause. The purpose of the SMO is:

- *To identify areas subject to saline ground water discharge or high ground water recharge.*
- *To facilitate the stabilisation of areas affected by salinity.*
- *To encourage revegetation of areas which contribute to salinity.*
- *To encourage development to be undertaken in a manner which brings about a reduction in salinity recharge.*
- *To ensure development is compatible with site capability and the retention of vegetation, and complies with the objectives of any salinity management plan for the area.*
- *To prevent damage to buildings and infrastructure from saline discharge and high watertable.*

There are a number of permit exemptions in the head clause related to:

- Salinity management works in accordance with the Regional Catchment Strategy;
- Alterations to existing buildings where there is no increase in floor area or waste water discharge; and
- A building used for agriculture that is less than 100sqm where there is no increase in waste water disposal.

The Clause also contains a number of vegetation exemptions. The exhibited Schedule to Clause 44.02 proposes a number of additional exemptions:

- Other forms of non-habitable buildings less than 100sqm that will not result in increased waste water disposal; and
- Additional exemptions related to vegetation removal.

In addition to the proposed SMO, the ESO2 'Lakes, Wetlands and Watercourses' currently applies to a number of primary saline wetlands and lakes in the Shire. The aim of ESO to is to *protect water quality with respect to nutrients, pollutants and erosion and where they contain significant fisheries, flora and fauna habitat*. As Council explained in their submission, in some cases the following scenarios can occur:

- *The shallow saline groundwater surrounding these lakes and wetlands may be threatened by inappropriate development which may lower the water tables and dry out the environmental asset.*
- *The integrity of smaller saline wetlands may be threatened by fresh water input.*

Consequently, Council is proposing to apply the SMO in addition to the ESO2 in order to *protect the hydrological and chemical characteristics of naturally occurring saline lakes and wetlands ensuring that the integrity of sites of primary salinity are protected. Both overlays provide a distinctive yet complementary role with respect to saline lakes and wetlands.*

2.4 Other relevant strategies and projects

Corangamite Regional Catchment Strategy

The Corangamite Regional Catchment Strategy (2003-2008) was published by the CCMA in December 2003. The purpose of the Strategy was to provide for long-term direction for managing the future of land, water resources, biodiversity and seascape of the Region, and the foundation for investment decisions to ensure improved natural resource outcomes.

The Strategy identified threats to the region's natural assets including threats to surface water quality and agricultural production as a result of salinity. The Strategy included the management action target of *determining salinity threats and the risks to rivers, streams and wetlands in the Region by 2006.*

A draft 2012-2018 Strategy was circulated for comment by the CCMA in June 2012 and has not yet been released.

The SMO Project arose as a result of the Corangamite Regional Catchment Strategy and the Corangamite Salinity Action Plan.

Corangamite Salinity Action Plan

The Corangamite Salinity Action Plan (2005-2008) was undertaken by the Corangamite CMA and regional partners, and endorsed by the Minister for Environment and Water. The Plan focuses on the need to alert local government planners of salinity risk and recommends the SMO to be introduced under the following circumstances:

- *Where local government has identified future growth corridors; and*
- *Where salinity currently exists or it is predicted to appear in the future.*

Through the Action Plan, the following took place:

- *The CCMA developed plans with local government to guide infrastructure placement and urban subdivision;*
- *By 2006 baseline mapping on all urban salinity was undertaken to provide information to local government and other asset managers.*

The plan was developed out of the National Action Plan for Salinity and Water Quality, the Victorian Salinity Management Framework and the Corangamite Regional Catchment Strategy 2003–2008.

Salinity Management Overlay Project

The SMO Project and report was commissioned in 2006 by the CCMA. The Project was undertaken by EnPlan-DBA, with Dahlhaus Environmental Geology, and Chris Harty Planning and Environmental Management.

The purpose of the project was to *guide decision making in any development in salinity prone areas*. The project focused on the following components:

- *'Best Practice' review of the content and operation of SMOs;*
- *Mapping of salinity incidence in the defined growth corridors of the four planning Shires by DPI, and interpretation of those data; and*
- *Development of SMO amendment documents and supporting products, including planning scheme maps and planning policy.*

The project resulted in the mapping of salinity sites in the Colac Otway Shire, under five categories of saline risk areas. The areas included in the mapped SMO polygons are identified as 'primary and secondary salinity' and include a buffer area around the salinity area of one metre, to allow for a one metre rise in the groundwater table. Ultimately, the project resulted in the mapping of 539 salinity sites in the Shire.

The mapping was later reviewed between 2010 and 2012 using LiDAR[1] which provided a much more accurate and detailed basis for determining topography.

2.5 Conclusions and recommendation

The Panel considers that the Amendment is supported in State policy by identifying areas at risk of salinity and then seeking to develop appropriate local policy to support the application of the specific tool, the SMO.

The Panel notes the long history of development of the strategic and technical studies behind the Amendment and considers that the approach in principle is sound. The exemptions in the SMO head clause and schedule should help to ensure that that minor planning proposals are not subject to unreasonable assessment.

The Panel also notes that Council has included a reference document that is a guide for applicants and Council officers. Whilst not a statutory part of the Planning Scheme, this should assist with the requirements for where a permit is required.

The Panel has reviewed the clauses to be changed and/or included in the planning scheme and considers that the drafting is acceptable.

[1] Light Detection and Ranging – an aircraft based laser system for accurately measuring elevation.

3 Methodology behind the overlay

3.1 The issue

The main concerns raised about the methodology were:

1. The data used in the mapping is out of date and does not take into account recent climatic changes;
2. The determination of the buffer does not take topography into account; and
3. The methodology has not adequately differentiated between primary and secondary salination.

3.2 Background to the two geotechnical reports

Definition of salinity

The Colac Otway Shire Salinity Management Overlay Review of Mapping Boundaries report 2012 ('The Report') provides the following definition of 'salinity', which has been mapped by the various State Governments from around 1956 onwards:

> *Salinity occurs where saline groundwater discharges to the land surface at places where the watertable is very shallow. The area affected by salinity changes over time. Almost all groundwater is recharged by rainfall, and therefore watertables rise and fall with the changes in the climatic and seasonal inputs. During prolonged droughts watertables slowly fall and the area of groundwater discharge may reduce to the point where salinity disappears from parts of the landscape. Conversely, salinity reappears during a run of wet years when watertables rise and intersect the land surface.*

The 2012 Report further describes:

> *The salinity layer comprises polygons that map the extent and types of salinity based on field mapping and aerial photograph interpretation.*

Salinity is typically included in the mapping for a SMO where it *may potentially threaten assets*. Circumstances where salinity could impact include where *there is sufficient salt present in the soil to restrict plant growth or potentially threaten the integrity of buildings, infrastructure and utility services, and the area is underlain by relatively shallow watertables.*[2]

Council defines primary salinity as that which is naturally occurring and is the product of processes that have been present for many hundreds or thousands of years. These processes have led to the formation of salt lakes and semi-permanent or permanent saline wetlands. Secondary salination refers to induced salinity processes as a result of changed land use or water use.

The initial boundaries of the SMO were derived by drawing a buffer around mapped salinity sites. This work was conducted by DPI and reported in 2006 in the Salinity Management

[2] Colac Otway Shire Salinity Management Overlay: Review of Mapping Boundaries, Consulting Report CCMA 12/01 (Dahlhaus Environmental Geology Pty Ltd (31 August 2012).

Overlay Report undertaken by EnPlan-DBA, with Dahlhaus Environmental Geology, and Chris Harty Planning and Environmental Management. Salinity sites were mapped using a variety of techniques including existing salinity databases, review of previous mapping studies, aerial photographs and ground trothing through visual inspection of the sites, identification of vegetation indicators and limited soil testing. DPI mapped the location and boundaries of the saline areas, identified if they were primary or secondary in nature and determined the degree of severity. The width of the buffers was varied according to the terrain in order to accommodate a one metre rise in groundwater tables.

The accuracy of the buffers was reviewed and refined in 2012 using LiDAR digital elevation models to improve the accuracy of the mapping. This high resolution terrain data was used to develop a high resolution digital elevation model that was used in refining the boundaries of the buffers.

Mapping was undertaken in areas where:

- There is sufficient salt present in the soil to restrict plant growth or threaten integrity of buildings, infrastructure and utility services. These areas had previously been identified by earlier salinity mapping;
- Areas where salinity is not obvious but may develop within a relative short time frame or within the design life of a development (taken as around 30 to 50 years). These are areas where shallow water tables occur and where arise in the groundwater level may induce salinity at or close to the surface.

As a result the identification and mapping of sites of salinity has been site-specific resulting in the application of the SMO in a targeted, site-specific manner.

3.3 Evidence and submissions

Six submitters (Submission Nos 4, 5, 7, 8, 9 and 10) questioned the accuracy and validity of the mapped overlay on their land. The width of the buffer area around identified primary and secondary salination is not supported by submitters as it would unreasonably affect land and does not seem to take into account topography.

Mr Missen in his evidence raised concerns that the maps did not differentiate between areas of primary and secondary salination. He submitted that the primary salination is the dominant form and that the secondary salination had, in his case, been ameliorated. This was achieved by the planting of several kilometres of trees that has assisted in the lowering of the water table and this area is now growing non-salt tolerant grasses and clover. He also raised concerns that the maps that had been used in the 2012 review by Peter Dahlhaus were out-dated and inaccurate.

Council in their submission state that the SMO has been applied not only to the site of actual salinity but also over a buffer area surrounding the site of the saline affected land. This buffer provides a level of risk protection by ensuring that any development is appropriately addressed to determine the risk of impact either on or from salinity. The buffers are based on a one metre rise in groundwater levels taken as a one metre elevation above the mapped salinity. The resulting SMO consists of overlay maps that apply to both primary and secondary salinity areas and a buffer zone around these areas to allow for possible expansion of salinity over the next 30-50 years due to rising shallow groundwater tables.

In response to issues raised by submitters on the accuracy of the overlays, inspections by Dr Peter Dahlhaus on behalf of Council, confirmed the presence of salinity at all six properties. While Council concedes that there is evidence that a drop in the water tables in combination with landholder efforts has reduced or eliminated secondary salinity, the application of the SMO remains important and is warranted. Council submits that the salinity mapping available to Council and the CCMA indicates areas where salinity will be a potential issue if the land is developed.

Council in its response to submissions concluded that the mapping methodology is best practice and has used the best available data. It is also their view that any inaccuracies in the buffers can be managed through the permit process and does not require a full review of all boundaries at this time. The small changes that have been to the properties that have been reviewed have not led to any significant changes the SMOs.

Dr Dahlhaus, Council's expert witness, stated that the accuracy of the buffers is dependent on the accuracy of the data available at the time that they were drawn. The original 2006 buffers were drawn on the basis of a coarse digital elevation model available at the time. The 2012 buffers were reassessed using higher resolution Digital Elevation Model (DEM) data. Dr Dahlhaus notes that most sites have been mapped by ground surveys using GPS, aerial photographs and maps to accurately locate the salinity. However, more remote sites have mapped using only aerial photographs. In some areas where there is a significant salinity issue (eg Gerangamete and Beeac), geophysical methods, boreholes and soil tests were used to define the buffers.

Based on concerns raised by submitters, Dr Dahlhaus reviewed the buffers at three properties[3]. The review has led to small changes in the buffers. These changes have been made based on observations made at the time of the inspection and salinity management works undertaken by landowners. The changes also reflected changes to the groundwater table that have occurred. Dr Dahlhaus also submitted that that the impact of climate change on groundwater levels is too uncertain to model and that the past 25 year record of groundwater levels remains a valid indicator of potential water table fluctuations.

In his evidence at the Panel Hearing, Dr Dahlhaus commented that the salinity mapping done for Mr Missen's property should be redone in places. The mapping is based on old mapping and also on his inspection of the property current vegetation growth would indicate some inaccuracies.

Dr Dahlhaus submitted that overall the methodology that has been used in mapping the SMO, including the buffers, is the best currently available. His opinion was that reviewing all sites with the most recent methods would not significantly change the buffers currently included in the proposed SMO.

3.4 Discussion

From the information provided in the technical reports and the expert witness submission, the use of LiDAR for the mapping of salinity areas is considered as the best available methodology at this time. Although the review of some of the properties has led to small changes in the SMO boundaries, these are not significant and do not invalidate the overall

[3] Also discussed in Chapter 4.

methodology used. The improvements in the accessibility of groundwater and salinity data since the 2006 mapping together with the use of the high resolution LiDAR system provides a sound technical basis for the mapping in the proposed SMO.

There is an argument that because of the small changes to some of the mapped SMO when investigated in response to submissions, that this could or should result in another broad scale review of all the mapping. The Panel does not accept this view for several reasons.

Firstly it was feasible to review a very small number of properties in response to submissions, but it would not be financially viable or in the broader public interest to undertake such a review of all mapped properties for such a 'small return' in terms of changes.

Secondly, there is not any particular technical evidence that the methodology is flawed to the extent that such a review is warranted. Indeed to the contrary, the Panel was presented with evidence that the methodology is sound in principle and the best available at this time.

Thirdly, the Panel is satisfied that there is adequate discretion and flexibility through the planning permit process to address any proposals on the margins of the mapped salinity areas.

The review of properties of submitters who raised concerns about the accuracy and extent of the overlays on their properties led to very small changes to the proposed SMO boundaries. This was based on observations made at the time of the inspection and the outcomes of salinity management works undertaken by landowners. The changes also reflected changes to the groundwater table that have occurred. To a large extent the actions taken by land owners to manage secondary salinity have been successful but there is a question as to whether they will continue to manage the issue if there is a run of above average wet years. The SMO would provide a risk management framework to manage such impacts.

The issue of the delineation between primary and secondary salination was raised in particular with respect to Mr Missen's property. There was disagreement that the actions taken by landowners to manage secondary salinity have been successful in many cases. Council are of the view that the issue was adequately dealt with in the technical documents and that the differentiation between the types of salinity will be addressed through the permit process.

3.5 Conclusions

The Panel considers the methodology used should be considered as best practice and accepted as the basis of the SMO. Where the methodology has been challenged on individual properties, only minor changes have resulted which do not, in the Panel's view, go to the integrity of the methodology in general.

Based on the evidence of Dr Dahlhaus, Council should consider a review of some of the mapping at Mr Missen's property. This is addressed in more detail in Chapter 4.

4 Properties subject to submissions

4.1 The issue

A number of submissions were received from submitters whose properties were subject to the Amendment, who questioned the accuracy of the SMO mapping. As a result of these submissions, Council and Dahlhaus Environmental Geology Pty Ltd (Dr Peter Dahlhaus) undertook site inspections, and in some instances the mapping was modified. The proposed changes were provided in the submitter casebook in the Hearing.

These properties are considered briefly below.

4.2 Submissions

(i) 425 Dewings Bridge Road, Gerangamete

Submission 4 considered that as drainage and re-grassing work had improved the quality of the land, the salinity problem was minimised. The submitter requested that the mapping be reviewed.

In response to this submission, Council and Dr Dahlhaus inspected the site and made a slight modification to the boundary of the SMO, on the basis that the tree plantations would mitigate the risk of shallow water tables.

(ii) 3375 Corangamite Lake Road, Cundare North

Submission 5 objected to the Amendment stating that the boundaries do not follow the natural contours and that his farm would be devalued.

In response to his submission, Council and Dr Dahlhaus inspected the property and concluded that the SMO boundaries do not follow the contours precisely and it seems that the polygon mapped in 2001 is mismatched to the terrain. Accordingly, they recommended that limited mapping changes be made to the SMO boundaries.

(iii) 357 Sinclair Street South, Elliminyt

Submission 7 objected to the Amendment questioning the accuracy of the mapping and impact on property values.

After conducting a site inspection of the property, Council and Dr Dahlhaus slightly modified the boundaries. Council further commented that whilst they did not expect a devaluation of the land, any change to land value can be addressed in the next revaluation which takes place every two years.

Council recommended that limited mapping changes be applied.

(iv) 140 Eurack Road, Beeac

Submission 8 (Mr Missen) objected to the Amendment stating that he believed there were inaccuracies that resulted from outdated data. He also expressed concern in relation to land devaluation.

In response, Council and Dr Dahlhaus inspected the property and agreed to reposition some boundaries to reflect the buffer and the lower likelihood of rising tables more accurately. Council further commented that any change to land value can be addressed in the next revaluation which takes place every two years.

Council recommended that changes to the SMO boundaries be applied, as suggested by Dr Dahlhaus.

(v) 1935 Colac-Ballarat Road, 95 Weering School Road and 100 Hartneys Road, Beeac

Submission 9 objected to the Amendment, stating that they believed there were inaccuracies with the mapping.

In response to this, Council and Dr Dahlhaus conducted a site inspection and concluded that some salinity mapped in 2001 no longer existed. Accordingly, the boundaries of the SMO were revised.

Council further commented that whilst they did not expect a devaluation of the land, any change to land value can be addressed in the next revaluation which takes place every two years.

(vi) 1660 Colac-Ballarat Road, Beeac

Submission 10 objected to the Amendment as they believed that inaccuracies existed in the mapping as a result of a reduction in salinity areas due to the drought. They also commented on the impact of land values.

Council and Dr Dahlhaus conducted a site inspection of the property and concluded that the salinity is in a particular area that extends from a saline wetland in the north to the submitters' property. Accordingly, the SMO mapping was updated.

(vii) 250 Irrewillipe Road, Elliminyt

Submission 12 supported the Amendment subject to some flexibility, stating that soils in the area can change between seasons and as a result of waterlogging.

Council supported the submission and did not request any changes as a result of the submission.

(viii) Other submissions

Submission 11, from a submitter who does not own directly affected land, objected to the Amendment stating that a lack of evidence exists in relation to the impacts of salinity on existing buildings, and that the building approval process can address salinity related issues. He also held the view that the overlay could create unnecessary liability and resource issues for Council.

Council responded by stating that they are not concerned about resource issues and liability is expected to decrease as residents become more educated about salinity.

4.3 Discussion

The Panel has reviewed the changes proposed to mapping by Council and Dr Dahlhaus in the Hearing and generally accepts the approach and specific changes put forward. The Panel notes from the Hearing and the site inspection of his property near Beeac that Mr Missen still has significant concerns about the methodology and particularly how it has manifested in the areas on his property, and particularly the area south of Eurack Road.

The Panel notes Mr Missen's concerns but is still of a view that it understands and accepts in principle the technical approach taken by Dr Dahlhaus. It is conceivable that after a succession of wet years or poor land management by a future owner, that salinity could manifest again in these areas.

Given the effort taken by Mr Missen in putting his case forward, the Panel does consider that a further detailed review by Dr Dahlhaus is appropriate, but the Panel does not consider that a change to the methodology is appropriate.

The Panel also notes the numerous submissions relating to property values. The Panel has not sighted any evidence that property values will be affected, as the salinity threat is generally well known in susceptible rural areas and would be expected to be considered by prospective purchasers whether a SMO exists or not. In addition, there is a long history in planning law in Victoria that an impact on property values is not a valid planning consideration per se.

The Panel accepts Council submissions in relation to the impacts on their administrative capacity; that is the impact should not be significant and can be managed.

4.4 Conclusions and recommendations

The Panel concludes that minor SMO mapping changes as shown in the Hearing should be included with the exception of Mr Missen's property, where a further on-ground and desktop review should be undertaken to finalise boundaries.

The Panel recommends:

Adopt the changes to the Salinity Management Overlay as shown in the submitter casebook in the Hearing with the exception of Mr Missen's property at 140 Eurack Road, Beeac. At this property the final boundaries of the overlay should be determined after a further review; but using the same methodology as used elsewhere in the Amendment.

5 Summary of recommendations

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

Amendment C67 to the Colac Otway Planning Scheme should be adopted generally as exhibited subject to the following recommendation.

Adopt the changes to the Salinity Management Overlay as shown in the submitter casebook in the Hearing with the exception of Mr Missen's property at 140 Eurack Road, Beeac. At this property the final boundaries of the overlay should be determined after a further review; but using the same methodology as used elsewhere in the Amendment.

Appendix A List of Submitters

No.	Submitter
1	EPA Victoria
2	VicRoads
3	CFA Barwon South West Region
4	Dale Cunnington
5	Ken Shone
6	Colin Mason for APA Group
7	Graham Harris
8	Robert Missen
9	John and Helen Breen
10	John Smith
11	Stephen Ryan
12	Glenn Connor

dahlhaus environmental geology

2nd July 2013

Ms Gemma Browning
Strategic Planner
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C67 SMO - Revision of SMO boundaries, Missen property.

Brief report

In response to the recommendations of the Planning Panel Report of 6th June 2013 (Wimbush and Denison 2013), a review of the Salinity Management Overlay (SMO) boundaries on Mr Missen's property (140 Eurack Road, Beeac) has been finalised. The review was conducted at a meeting with Mr Robert Missen (landholder), Ms Gemma Browning and Mr Don Lewis (Colac Otway Shire) and Dr Peter Dahlhaus (consultant) on July 1st 2013.

The following changes have been made to the SMO boundaries:

1) Removal of the SMO covering the small land depression north of Eurack Road. The depression was originally mapped as a semi-permanent saline wetland (salt pan) by Andrew Corrick (1982) and included in the 1994 Corrick Wetlands GIS layer (DSE 2004). Corrick's mapping relied heavily on aerial photograph interpretation (1970s & 1980s) and it is unlikely that the classification of this particular feature was validated on the ground at the time. Mr Missen has observed that the feature has never been saline over the past decades and has soil test data to confirm that observation.
2) The salinity mapping south of Eurack Road has been adjusted to better fit with the topography, soil texture and field observations, and consequently, the SMO boundary has also been slightly changed. Mr Missen's contention that the salinity is secondary (cf. primary) is also accepted on the basis of the historic evidence. Consequently, the small semi-permanent wetland mapped by Corrick has been merged into the larger salinity polygon, now designated as secondary salinity.

The changes to the SMO boundaries on Mr Missen's property supersede the post-exhibition changes previously made, which have been documented separately (Dahlhaus 2013a; 2013b). The amended GIS files (COS_smo_dd94_v2013(2) & COS_salinity_dd94_v2013) accompany this report.

The changes are illustrated in the appended figures.

Dr Peter Dahlhaus

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Figures

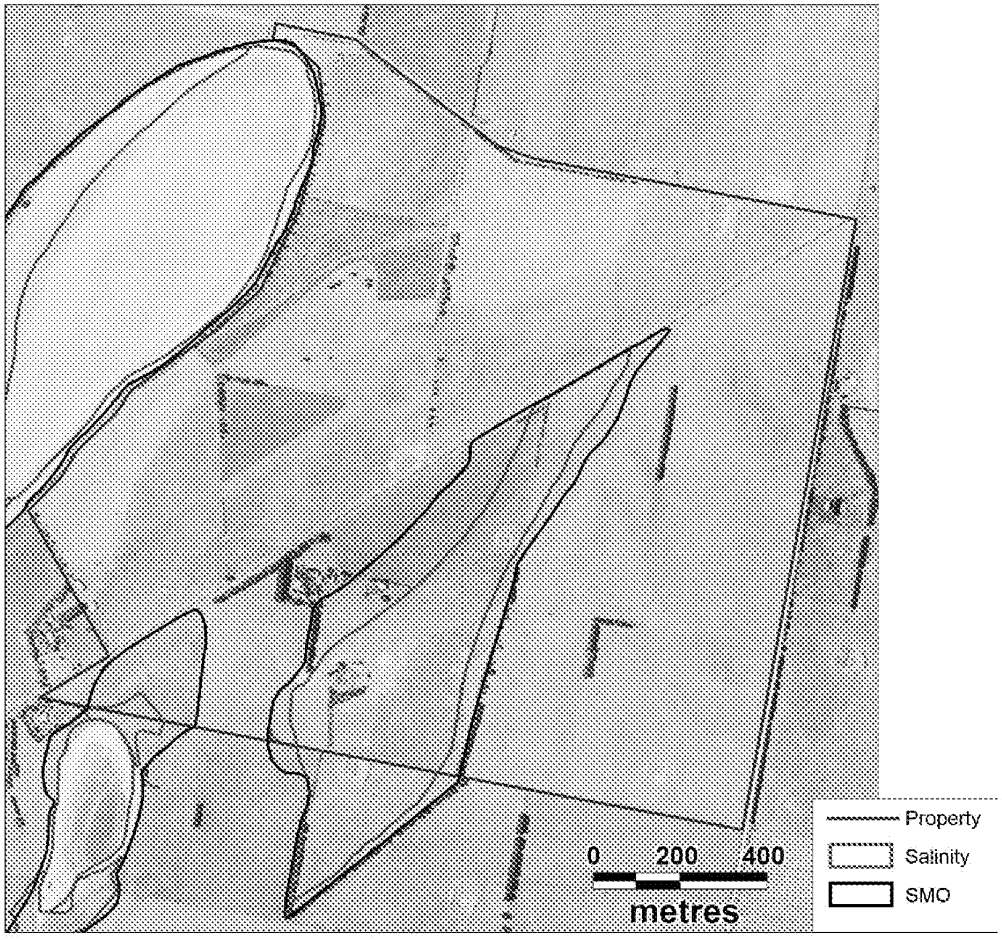


Figure 1. Final salinity and SMO boundaries, Missen property.

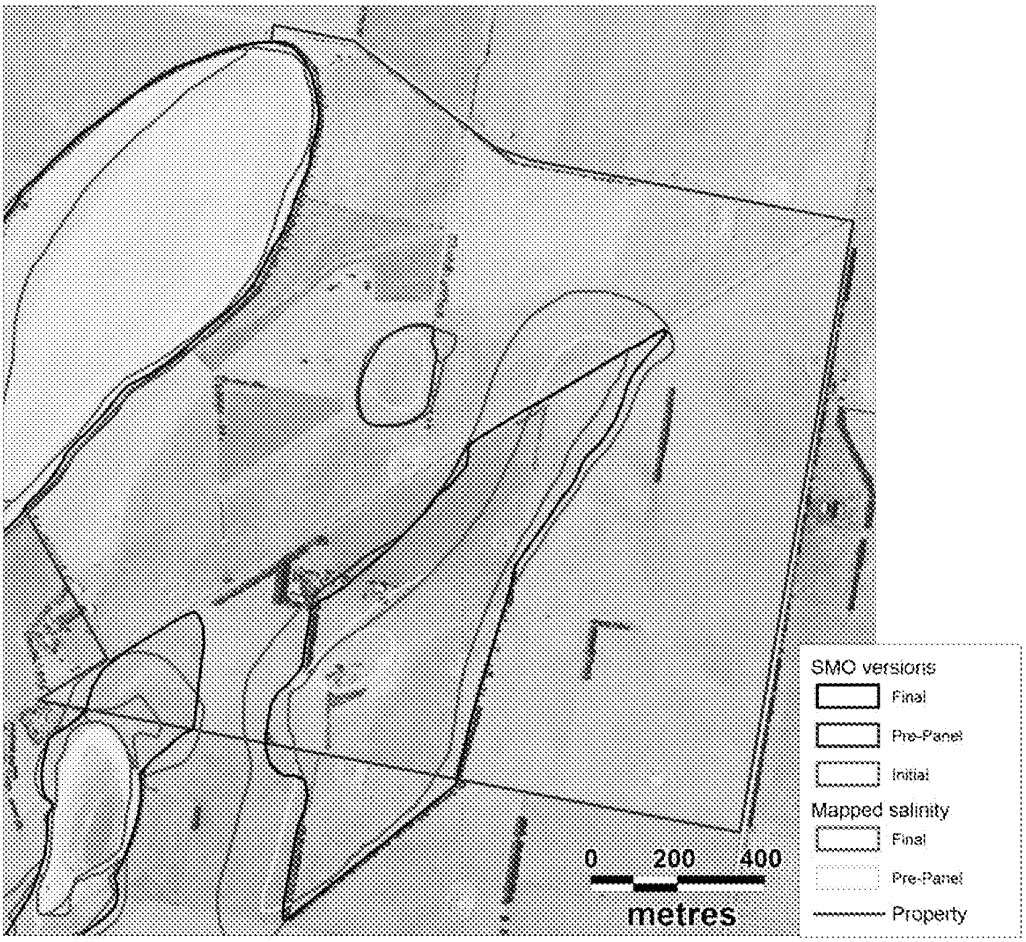
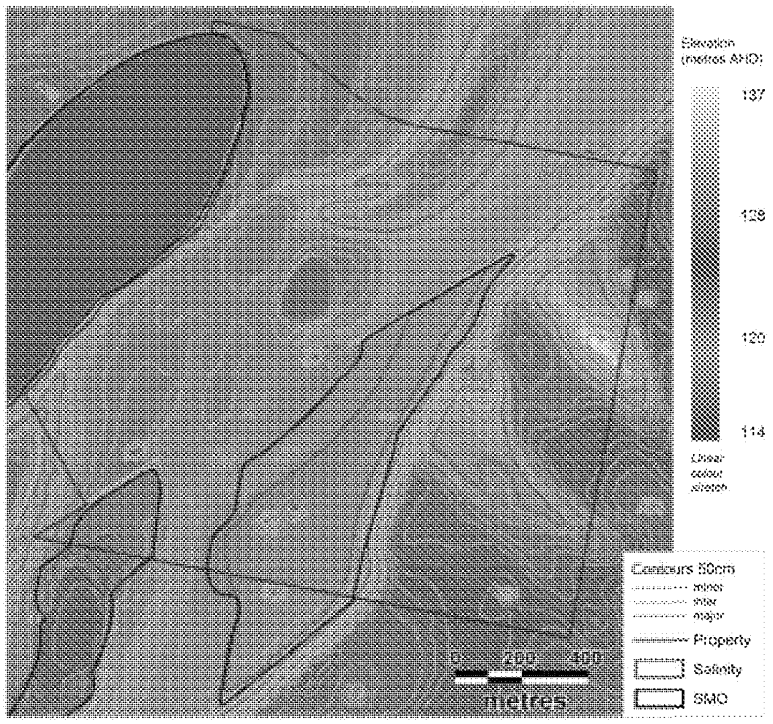


Figure 2. Versions of the salinity and SMO boundaries, Missen property



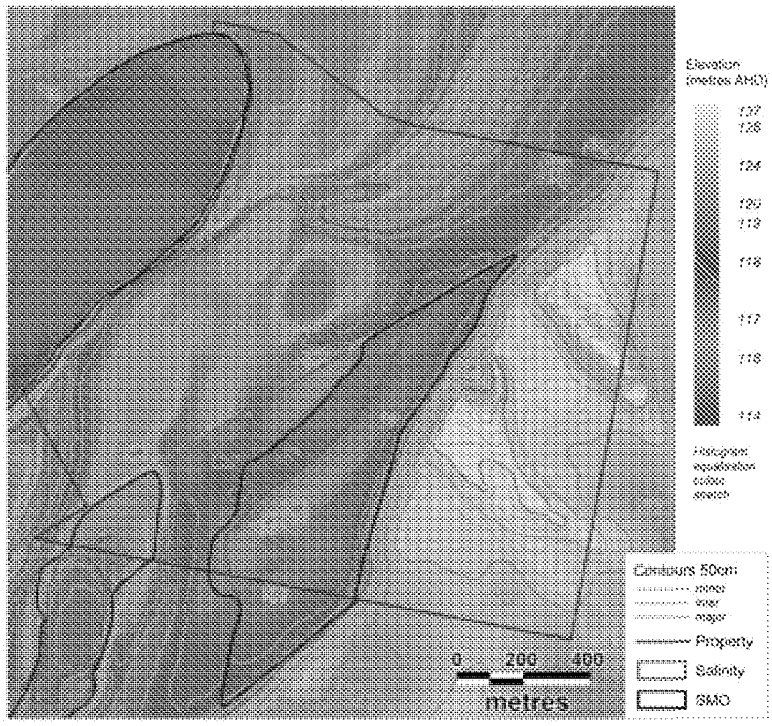


Figure 3. SMO boundaries overlain on topography.

Colac Otway Shire

Domestic Animal Management Plan

2013

Table of Contents

Part 1. STATUTORY REQUIREMENTS 3
Part 2. INTRODUCTION 4
2.1 Colac Otway Shire – Brief Overview 4
2.2 Local issues in Domestic Animal Management 4
2.3 Structure of this Plan 4
2.4 Consultation 4
2.5 Previous Plan 5
2.6 Existing Domestic Animal Controls 5
2.6.1 Domestic Animals Act 5
2.6.2 Council Local Laws 5
2.6.3 Council Orders 6
2.7 Existing Domestic Animal Services 6
2.8 Domestic Animal Management Statistics 6
2.8.1 Comments on table 1 (Below) 6
2.8.2 Comments on Table 2 (Below) 6
2.8.3 Comments on Table 3 (Below) 7
2.9 Summary Comments 7
Table 1 Animal Management Statistics 8
Table 2 Colac Otway Shire 2007 to 2011 compared 9
Table 3 Colac Otway Shire Council 2011 – 2012 9
2.10 Priorities in Domestic Animal Management 9
Part 3. ACTION PLAN 10
3.1 TRAINING OF AUTHORISED OFFICERS 10
3.1.1 CURRENT SITUATION 10
3.1.2 CURRENT AND PLANNED TRAINING 12
3.1.3 OUR PLANS 13
3.2 REGISTRATION AND IDENTIFICATION 13
3.2.1 CURRENT SITUATION 13
3.2.2 OUR PLANS 15
3.3 NUISANCE 16
3.3.1 CURRENT SITUATION 16
3.3.2 OUR PLANS 17
3.4 Dog Attacks 19
3.4.1 CURRENT SITUATION 19
3.4.2 OUR PLANS 20
3.5 Dangerous, Menacing and Restricted Breed Dogs 21
3.5.1 CURRENT SITUATION 21
3.5.2 OUR PLANS 22
3.6 Overpopulation and High Euthanasia 22
3.6.1 CURRENT SITUATION 22
3.6.2 OUR PLANS 24
3.7 Domestic Animal Businesses 24
3.7.1 CURRENT SITUATION 24
3.7.2 OUR PLANS 25
3.8 Other Matters 25
3.8.1 CURRENT SITUATION 25
3.8.2 OUR PLANS 26
3.9 Annual Review of Plan and Annual Reporting 26
3.9.1 CURRENT SITUATION 27
3.9.2 OUR PLANS 27

Part 1.

STATUTORY REQUIREMENTS

A four year Domestic Animal Management Plan (DAM Plan) is a statutory requirement for every Victorian municipality under the *Domestic Animal Act* 1994. It is intended to provide Colac Otway Shire Council with a management plan for all dogs, cats and domestic animal businesses within the municipality. Colac Otway Shire Council's existing DAM Plan was adopted by Council in 2008. This current plan is expected to operate from 2013 through to the end of 2017.

The plan addresses responsible pet ownership and animal welfare by focussing on registration, identification, dog attacks, nuisance behaviour, dangerous, menacing and restricted breed dogs, and animal businesses. It also deals with Council's domestic animal control services, authorised officer training, emergency management and matters relating to the enforcement, compliance and evaluation of the Council's control measures.

The *Domestic Animal Act* 1994 sets out the following requirements:

68A Councils to prepare domestic animal management plans
(1) Every Council must, in consultation with the Secretary, prepare at 4 year intervals a domestic animal management plan.
(2) A domestic animal management plan prepared by a Council must—
(a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
(b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
(c) outline programs, services and strategies which the Council intends to pursue in its municipal district—
(i) to promote and encourage the responsible ownership of dogs and cats; and
(ii) to ensure that people comply with this Act, the regulations and any related legislation; and
(iii) to minimise the risk of attacks by dogs on people and animals; and
(iv) to address any over-population and high euthanasia rates for dogs and cats; and
(v) to encourage the registration and identification of dogs and cats; and
(vi) to minimise the potential for dogs and cats to create a nuisance; and
(vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
(d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
(e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
(f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.
(3) Every Council must—
(a) review its domestic animal management plan annually and, if appropriate, amend the plan; and
(b) provide the Secretary with a copy of the plan and any amendments to the plan; and
(c) publish an evaluation of its implementation of the plan in its annual report.

Part 2.

INTRODUCTION

2.1 Colac Otway Shire – Brief Overview

The Colac Otway Shire is a rural community of approximately 20,000 people centred on the townships of Colac, Apollo Bay, Birregurra, Cressy and other smaller townships. The city of Colac has a population in excess of 10,000 and the next largest centre is Apollo Bay with a population of over 1000. Apollo Bay and the coastal area have a population that swells to over 10,000 in the holiday period. All other centres are small rural towns with populations of less than 1000. The Shire's economy centres on the beef, dairying, agricultural production and agro-forestry industries.

During the financial year (2011-2012) the Council registered 4961 dogs and 1536 cats. During this period 236 dogs were returned to their owners via pound release, 63 unclaimed or surrendered dogs were re-homed and unfortunately 38 dogs were euthanised as they were unsuitable or unable to be re-homed. 20 cats were returned to their owners and 98 were re-homed and 75 were euthanised. The 75 cats that were euthanised included diseased and feral cats. There were a total of 527 Impoundments for the year.

Since the mandatory introduction of micro-chipping of animals in 2007, many animals found at large are able to be reunited with an owner instead of being impounded. This applies to non habitual offenders and would account for in excess of 200 dogs being returned to owners without having to be impounded.

2.2 Local issues in Domestic Animal Management

The Colac Otway Shire has a number of issues relevant to domestic animal management within the shire. These have been identified by the Local Laws Team to be of particular concern and are:

- Lack of compliance in regard to registration of dogs and cats
- Dogs at large;
- Barking dog issues; and
- Nuisance and feral cats

2.3 Structure of this Plan

The structure of this plan is compliant with the 2012 Template provided by the Bureaus of Animal Welfare of the Department of Primary Industries.

Part 1 of this DAM Plan outlines the legislative requirements for this Plan.

Part 2 gives Council and the community a summary of the municipality, local issues in domestic animal management, a note on the previous Plan, existing controls and services, performance statistics, and the local priorities established.

Part 3 identifies strategies, current situation, future objectives and service activities to be undertaken to achieve Council's priority goals over the next four years.

2.4 Consultation

There has been constant communication, consultation and interviews with stakeholders including Veterinary Clinics, RSPCA Geelong, Vic Rangers Web Site, South West Authorised Officers Group and the Department of Primary Industries (Bureau of Animal Welfare).

There is constant monitoring of the Colac Otway Shire merit system to identify problems and trends re complaints in regard to Domestic Animals.

The Domestic Animal Management Plan will be released for public comment prior to finalisation.

2.5

Previous Plan

In 2008, a DAM Plan was developed for the Colac Otway Shire Council. Council's existing comprehensive animal management services, outlined in part 2.6 below, operated under the now expiring DAM Plan. Council is now required to prepare a new four year DAM Plan.

The existing DAM Plan correctly focused Colac Otway Shire Council's limited resources on the key issues confronting the Shire. These included unregistered dogs and cats, dogs at large and dog attacks on people and livestock, cats – both wild and nuisance. These key issues have not altered and remain a priority for Colac Otway Shire Council. Immediate emergency call-out for all dog attack related incidents has been actively operating.

2.6 Existing Domestic Animal Controls

2.6.1 Domestic Animals Act

Council's authorised officers enforce the provisions of the *Domestic Animal Act* 1994 in relation to such matters as dogs and cats at large, dangerous and menacing dogs, restricted breed dogs, registration and identification, animal nuisance and registration of domestic animal businesses. There are multiple offences under the Domestic Animal Act 1994 and Council officers seek compliance of this legislation by advice and requests, official warnings, infringement notices and prosecution. It is important that compliance with all sections of the *Domestic Animal Act* 1994 is encouraged in the community, preferably by education rather than enforcement. Council undertakes extensive advertisements both in the print media and radio concerning animal compliance such as registration and nuisance offences.

2.6.2 Council Local Laws

Local Law number 2. (General) addresses animals at section 73 (Part 5) and this section requires person not to allow dog excrement to remain on a road or Council land and further requires persons to carry a suitable device to collect same when in charge of a dog on a road or Council land. Section 101 to 107 (Part 7) deals with the keeping of animals and section 105 specifically deals with the smell or noise that is created by animals that may be a nuisance.

Our current local law does not control the maximum numbers of domestic animals on certain size allotments and excess animal permits. This is currently being reviewed but is still to go through the required processes. A copy of the proposed amendments is as follows,

An *owner* or occupier of land must not without a permit:
keep or allow to be kept any more in number for each type of *animal* as is set out in the following table:

	Animal	Property Size up to .25 (ha)	Property Size .25 (ha) to 1(ha)	Property Size 1 (ha) and above
a	Dogs	3	4	5 (other than dogs kept for working stock/primary production)
b	Cats	3	4	5
c	Poultry	5	10	No Permit Required
d	Roosters	Permit Required	Permit Required	No Permit Required
e	Pigeons	10	20	No Permit Required
f	Sheep or Goats	Permit Required	8	No Permit Required
g	Cattle/Horses & other large animals	Not Permitted	4	No Permit Required
h	Pigs	Not permitted	Permit Required	No permit required
i	Reptiles	Subject to the issuing of a license by the Department of Sustainability & Environment (DSE) or relevant authority		

2.6.3 Council Orders

Council has had an order made under Section 26 of the Domestic Animals Act 1994. It requires dogs to be under effective control by means of a chain, cord or leash in specified areas. The schedule to the Order lists the specific areas and a copy of the Order appearing in the Government Gazette is attached herewith.

2.7 Existing Domestic Animal Services

Colac Otway Shire through its Local Laws Department provides the following domestic animal services to the community:

- Registration and identification for domestic dogs and cats, including renewal follow-ups;
- Registration and identification of menacing and restricted breed dogs including renewal and random inspections;
- Dog attack (immediate response - including 24 hour emergency service) and dog at large (as available) call-out services;
- Cat trap hire services;
- Vehicle patrols and nuisance complaint response;
- Re-homing of unwanted or unclaimed pets;
- A domestic animal pound for impounded animals;
- Euthanasia services where no alternative occurs;
- Registration and audits of domestic animal businesses;
- Prevention of cruelty to animals authorisation and initial response for the RSPCA;
- Infringement notice system and where required, prosecution services; and
- Educational and informational services provided, as resources and opportunity allow.

2.8 Domestic Animal Management Statistics

2.8.1 Comments on table 1 (Below)

Council's key animal management statistics are provided in Table 1 (below). Colac Otway Shire Council's performance is compared to an average of several rural Councils (2011 Statistics), Victoria's major animal welfare agency, the RSPCA (2011Statistics), Ten Like Councils (in Western Victoria 2008), the State average (2008 most recent figures available).

Recent 2011 statistics from rural Councils and the RSPCA, identify that Council is in line with the State average, we acknowledge further improvement relating to rehousing figures would be desirable. Council registration rates appear close to other areas. These numbers are based on a formula estimate, making it difficult to make comparisons on small differences.

2.8.2 Comments on Table 2 (Below)

Table 2 (below) compares the performance of Colac Otway Shire Council in 2006-7 at the commencement of the existing DAM Plan with the last full year figures of 2010-11.

It can be seen that impoundments have remained stable with a 4% increase in impounded dogs (291 up to 304) and a 22% reduction in the number of impounded cats (225 down to 175), there have been noticeable improvements on matters of animal welfare. Registration of both cats and dogs is lower, although this could be attributed to removing deceased and relocated animals from the data base.

There has been a pleasing decrease in the percentage of euthanised dogs from 46 to 21 (from 16% to 6.9%) and a significant decrease of cats euthanised from 176 to 147 (78% to 39%). The statistics relating to cat euthanasia include diseased and feral cats which have no prospect of re housing. Colac Otway Shire now has a relationship with one of the local Veterinarian Practices which has a Cat Adoption program and as a result many of the cats from the pound are rehoused through this program. It is expected this will result in an extra number of about 60-80 cats being rehoused. In the period October 2011 to September 2012, 72 cats were rehoused via this program. Feral and diseased cats should not factor in the statistic as they cannot be re-housed and only serve to distort the true figures and efforts by Council.

There were 5 prosecutions for dog attacks on animals undertaken in 2010-2011 and all were successful.

It should be noted that during this period there were staff changes, increased responsibilities in Local Laws, and training of new staff has occurred.

2.8.3 Comments on Table 3 (Below)

Table 3 (below) indicates the actual numbers for various categories for the Colac Otway Shire for 2012 and have been used as a benchmark for the targets of the identified priorities for the animal management program.

2.9 Summary Comments

Being a smaller rural council, Colac Otway Council animal management services continue to be under pressure due to resourcing issues. Registration numbers appear to be stable along with offences of dogs at large. In 2012 there was a concerted effort in regard to compliance for unregistered animals and a substantial number of infringements issued to identified owners. Immediately following this it was found there was a substantial drop in offences of dogs at large with impoundments falling dramatically.

Priority actions identified from Table 1 and 2 include increased focus on welfare outcomes for impounded animals, including return to owner which has been maintained and re-housing options which have improved, in particular the number of cats rehoused. There has been an on-going focus on dogs at large, a more rigorous enforcement program, better education and positive incentive programs to achieve greater compliance.

Table 1

Animal Management Statistics

	Colac Otway Shire 2010-2011	Average selected rural Councils 2011@	RSPCA All Sites 2011	Ten Like western Victorian Councils 2008#	State Average 2008 - Latest Figures (Includes-Metro Stats)
Population	20,578	34,882	N/A	9,887	58,400
Area	3,433km^2	2,695 km^2		3,865 km^2	3,200
No. of Households	8179	18,014			
No. of EFT Authorised Officers (4 x50%)	2			1.83	2.98
Hours training per EFT p.a.	50	N/A		38	62
No. of registered dogs. 2010-2011	4821 (102%)	5,845 (73%)		2,404 (90%)	7,384
Estimated owned dog population *	4711	7,955		2,685	576 per 1000 households
No. of registered cats 2010-2011	1485(47.5%)	1,400 (25%)		689 (53%)	3,324
Estimated owned cat population *	3126	5,572		1,295	382 per 100 households
No. of registered declared dogs	Restricted breed dogs Dangerous dogs Menacing dogs x 4			1.1	
No. of Infringements issued	134 (2.1%)	590 (8%)			2% of registered animals
No. of prosecutions completed in	8			1.3	N/A
No. of successful prosecutions	8			1.3	N/A
No. of impoundments (dogs).	304	516	16,872	132	485
No. of dogs returned to owner	245(80.6%)	335 (65%)	8,851 (81%)	67 (51%)	53.0%
No. of dogs rehoused	38(12.5%)	80 (15%)	4,665 (27%)	18.5 (14%)	13.0%
No. of dogs euthanised	21(6.9%)	100 (19%)	2,893 (17%)	46.9 (36%)	34.0%
No. of impoundments (cats)	175	238	14,885	116.1	269
No. of cats returned to owner	10(5.7%)	29 (12%)	819 (5%)	12 (10.3%)	11.5%
No. of cats rehoused	18(10.3%)	22 (30%)	4,668 (31%)	18 (15.5%)	15.5%
No. of cats euthanised	147(84%)	140 (59%)	8,527 (55%)	91 (78%)	73.0%

Notes on Table 1
Blank spaces mean figures are not available or not applicable.
*Department of Primary Industry has developed a formula for calculating the numbers of domestic animals per household to assist in calculating domestic animal numbers to be registered with Council.

DPI Formula	Applied to Colac Otway Shire
Number of dwellings X 1.44 X 40% for dogs.	8179 X 1.44 X 40%= 4711. Actual Registered Dogs = 4961(2011-12)
Number of dwellings X 1.47 X 26% for cats.	8179 X 1.47 X 26%= 3126. Actual Registered Cats = 1536(2011-12)

#Statistics from Harlock and Jackson's 2008 survey (including BIS Shrapnel report of 2006) as in DAM Plan of 10 western Victorian Councils, including Colac Otway Shire Council. This survey matches the latest state figures available (July 2012 correspondence from Bureau of Animal Welfare, DPI).

[@]Latest 2011 statistics obtainable from the following rural Councils: Campaspe and Bass Coast Staffing and Organisational Structure are provided within the document.

Table 2 Colac Otway Shire 2007 to 2011 compared

	Colac Otway Shire 2006-7	Colac Otway Shire 2010-2011	Difference
No. of registered dogs.	4912	4821	Minus 2%
Estimated owned dog population *	3600	4711	Plus 31%
No. of registered cats	1769	1485	Minus 16%
Estimated owned cat population *	2400	3126	Plus 30%
No. of registered declared dogs	4	14	250%
No. of prosecutions completed in	0	8	
No. of successful prosecutions	0	8	
No. of impoundments (dogs).	291	304	Plus 4.5%
No. of dogs returned to owner	219	245	Plus 11.9%
No. of dogs rehoused	26	38	Plus 46%
No. of dogs euthanised	46	21	Decrease 54%
No. of impoundments (cats)	225	175	Decrease 22%
No. of cats returned to owner	26	10	Decrease 62%
No. of cats rehoused	23	18	Decrease 22%
No. of cats euthanised	176	147	Decrease 16.5%

Table 3 Colac Otway Shire Council 2011 – 2012

Activity	Total Number
Number of registered dogs	4961
Number of registered cats	1536
Number of reported dog on dog attacks	11
Number of reported dog on people attacks	5
Number of reported dog on livestock attacks	1
Number of reported cats wandering at large	N/A
Number of reported dogs wandering at large	N/A
Number of wild cats caught or reported	
Number of registered animal breeding businesses	3

2.10 Priorities in Domestic Animal Management

Council's priorities were made clear in community, stakeholder and internal consultation. The Council's statistical performance relative to neighbouring and like Councils, State Averages and the RSPCA reinforces these priorities. Despite limited resources and a large geographical area, the following priorities were identified for the period of the new DAM Plan.

- To Improve animal management officer training;
- To decrease number of unregistered dogs and cats;
- To decrease dogs and cats wandering at large;
- To decrease wild cat population;
- To encourage de sexing of domestic animals;
- To decrease the risks of attacks by dogs on people and animals;
- To decrease the euthanasia rates for dogs and cats;
- To ensure registration of all domestic animal businesses; and
- To monitor, evaluate and report performance.

These priorities underlie Part 3 of this Plan, the Action Plan (which uses the 2012 template provided by The Animal Welfare Bureau of the Department of Primary Industries). Measurable and achievable targets, as well as proposed implementation actions are given in the Four Year Action Plan in Part 3.

Part 3. ACTION PLAN

The following 4 year Action Plan is structured according to the 2012 Template provided by the Bureau of Animal Welfare or the Department of Primary Industries. The Action Plan is focused on the following nine areas:

- Training of Officers;
- Registration and Identification of animals;
- Nuisance animals;
- Dog attacks;
- Dangerous, Menacing and Restricted Breed Dogs;
- Overpopulation and high Euthanasia;
- Domestic Animals Businesses;
- Other matters (Emergency Management Plans); and
- Annual Review of Plan and Annual Reporting.

Colac Otway Shire is a rural Council with limitations on resources. Each of Council's Animal management staff have many other responsibilities, both administrative and in the community, including Local Laws, Parking enforcement, Livestock compliance, Environment Protection compliance, Permit processing and Prosecution duties. In part 2 of this plan the number of Officers are described as 4 Officers who spend half their time on Domestic Animal Management. This equates to 2 full time Domestic Animal Management Officers (Table 1).

The heavily committed Local Laws Unit has limited opportunity and resources to undertake additional service activities. Maintaining the existing services is of itself an ongoing challenge.

This Action Plan is targeted to provide the maintenance and improvement of basic animal management services and controls within the municipality as outlined in the priorities identified in Part 2.9 above.

3.1 TRAINING OF AUTHORISED OFFICERS

This section outlines programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district.

Compliant with 68(A)(2)(b) of the Domestic Animals Act 1994.

3.1.1 CURRENT SITUATION

All Animal Management Officers are suitably qualified and all hold a Certificate IV in Animal Control and Regulation and a Certificate IV in Statutory Compliance. Two officers have extensive history and experience with the Victoria Police with over 53 years combined experience including a combined period of 35 years as qualified Detectives.

One officer has in the past Domestic Animal Management Plan period completed a Diploma of Government (Investigations) and successfully completed the Court Procedure and Prosecutors Course conducted by Associated Training Consultants. Officers have a diverse background in a variety of fields such as Dairying, Beef farming, Dog Breeding and horse handling/training.

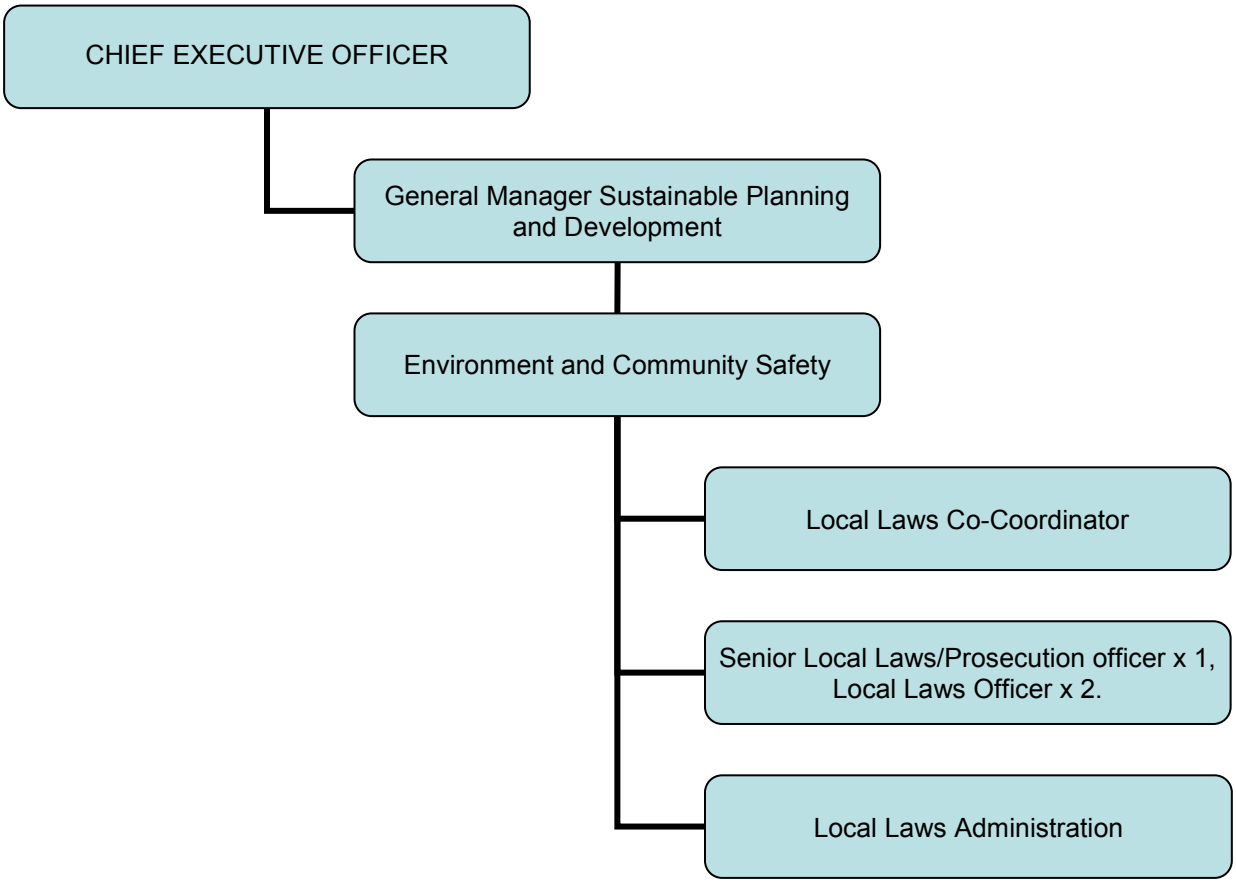
Officers are members of the Vic Rangers group and actively participate and access the educational and problem solving web site in order to deal with a variety of situations. Officers also attend conferences conducted by the South West Authorised Officer Group that are educational and informative with a variety of presentations and many guest speakers.

Below is the current organisational structure and the list of relevant staff

Staff
Local Laws Co Coordinator (1)
Local Laws Officers (3)
Local Laws Administration (1.2)

Duties of all officers include responsibilities under a large variety of legislation. Domestic Animal Management services forms only a part of each role. These responsibilities includes Local Laws, parking control, Livestock controls, Litter controls, footpath permits, Infringement prosecutions, administration duties, operation of the pound, fire prevention , and numerous other activities.

COLAC OTWAY SHIRE'S – ANIMAL MANAGEMENT STAFFING & OPERATIONAL STRUCTURE



3.1.2 CURRENT AND PLANNED TRAINING

Authorised Officer Training - Basic	2012	Planned (state when)
Certificate IV in Animal Control and Regulation (RUV40104) Officer 1 Officer 2 Officer 3 Officer 4	All staff Qualified	
OH&S training – dealing with aggressive customers Officer 1 Officer 2 Officer 3 Officer 4	Provided to all staff	Ongoing and when required
Customer service training – conflict resolution, telephone speak Officer 1 Officer 2 Officer 3 Officer 4	Provided to all staff	Ongoing and when required

Bureau of Animal Welfare – training and information days Officer 1 Officer 2 Officer 3 Officer 4	 Training and information days attended to by selected staff	
Induction program for new staff Officer 3	Provided and completed	
Diploma in Government (Investigations) PSP51704 Officer 2	 Qualified	
Certificate IV in Government (Statutory Compliance) PSP 41404 Officer 1 Officer 2 Officer 3 Officer 4	 Qualified Qualified Qualified Qualified	
Industry training – time management Officer 1 Officer 2 Officer 3 Officer 4	Provided to all staff	
Court Procedure and Prosecutors Course – Associated Training Consultants Officer 2	Qualified	
Canine Anatomy and Identification Training Day Officer 2	Attended	Other Officers to attend available courses during 2013-4

3.1.3 OUR PLANS

Objective 1: Council will maintain the current skills and qualifications of Authorised Animal Management Officer and will encourage further study and enhancement of current skills and qualifications and where opportunity exists attend relevant courses, conferences and seminars

Activity	When	Evaluation
Review and Benchmark Current training levels Provide relevant training as identified/required in consultation with Manager of Environment and Community Safety	Dec 2013 and then annually	Evaluation/Report – Measure and report on results The annual review of this plan and the benchmarking with others will assist in identifying required or improved skills or qualifications relevant to the position
Community – Ensure Best Practice is applied to improve customer relations Aim to improve/enhance customer relations	Dec 2013 and then annually	Evaluation/Report- Monitor, record and report on results

Workload – Identify a relevant and sustainable workload within the limitations of the resources available Develop a relevant training Plan	Dec 2013 and then annually	Evaluation/Report- Monitor, record and report on results The annual review of the plan will identify shortfalls in the ability to deliver the required service by the Officers and what additional training is required

3.2 REGISTRATION AND IDENTIFICATION

This section outlines programs, services and strategies to encourage the registration and identification of dogs and cats.

Compliant with Section 68A(2)(c)(v) of the Domestic Animals Act 1994, - also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

3.2.1 CURRENT SITUATION

3.2.1.1 Our current data

Colac Otway Shire Council 2007 to 2011 compared (see full Table in Part 2.8 above)

	Colac Otway Shire 2006-7	Colac Otway Shire 2010-2011	Difference
No. of registered dogs.	4912	4821	- 2%
Estimated owned dog population	3600	4711	+30.86%
No. of registered cats	1769	1485	-16%
Estimated owned cat population	2400	3126	+30%

3.2.1.2 Our current Orders, Local Laws, Council Policies and Procedures

Council has no Orders or Local Laws relevant to the registration of cats and dogs. Council's current controls are under the Domestic Animals Act 1994, Council currently provides:

- Registration and identification for dogs and cats, including renewal follow ups;
- Registration and identification of menacing and restricted breed dogs including renewal and random inspections;

3.2.1.3 Our current Education/Promotion Activities

Council currently provides education and information services in the following manner:

- Advertisements in the local print media and local radio
- Animal information pamphlets made available at local events/shows/fairs
- Information pamphlets/packages available at Council Offices/Pound
- Direct communication and interaction by Authorised Officers with the Community
- Responsible Pet Education program was delivered to 10 schools/kindergartens during 2011 as arranged by the Colac Otway Shire in conjunction with the Bureau of Animal welfare

3.2.1.4 Our current Compliance Activities

Council currently provides:

- Renewal follow-ups for registration and identification for domestic dogs and cats;
- Vehicle patrols re dogs at large;
- Nuisance complaint response and investigation;
- Domestic animal pound facility;
- Cat trap hire services;
- Infringement notice system;
- Prosecution service for infringement offences;

3.2.1.5 Summary

Registration of animals in 2007 to 2011 shows a marginal decrease in dogs of 2%, however it is noted in our previous DAM plan the number of dogs registered was 4828 but by the time the levy payable to the Department of Primary Industries (Bureau of Animal Welfare) was paid it was levied on 4870 dogs. The number of registered cats has decreased from 1769 (2007) to 1485 (2011). This is a decrease of 16%.

Whilst using the accepted formula to forecast the number of dogs within the shire it shows that we have a compliance rate of 102% in respect of dog registrations, albeit it appears very good it is widely accepted that we still have many unregistered dogs particularly in the rural and remote areas.

Using the accepted formula to forecast the number of cats within the shire it shows we have a compliance rate of 47.5% which is comparable to other Councils.

Many departed and deceased animals have been removed from the system as a result of follow up inspections and inquiries. This could account for the reduction in numbers.

Council plans from now include maintaining a greater level of enforcement commenced in 2012, broader and effective community education and positive incentive programs to achieve greater compliance

3.2.2 OUR PLANS

Objective: To increase number of registered dogs and cats

Activity	When	Evaluation
Benchmark 2012 - 4961 dogs and 1536 cats Evaluate against other comparative shires	Dec 2016	Check records and measure results
Community Door Knocks Random inspections Targeted inspections	Dec 2013 then annually	Check records and measure results
Promotion/publicity Media Articles On hold messages Mail outs Website updates Distribution of pamphlets/flyers	Dec 2013	Number of media articles Record mail outs Number of web site updates Record relevant distribution of pamphlets and fliers and information packages Check record and measure results
Education Continue an incentive/education program in conjunction with Shire Staff, school communities, DPI and interest groups (Pet Education Program)	Dec 2013 and then annually	Work with identified groups to continue incentive/education program Set a target number of schools/kindergartens to be visited annually Support and develop this program in partnership with the DPI Measure and report on results
Enforcement Random and planned inspections Reminder notices Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2013, then annually	Planned inspections for compliance and non-renewal Maintain Official warning register Continue to support prosecution of unpaid infringement offences Measure and report on results

3.3 NUISANCE

This section outlines programs, services and strategies to minimise the potential for dogs and cats to create a nuisance.

Compliant with section 68A(2)(c)(vi) of the Domestic Animals Act 1994 - also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

3.3.1 CURRENT SITUATION

3.3.1.1 Our current data

Colac Otway Shire 2007 to 2011 compared (see full Table in Part 2.8 above)

	Colac Otway Shire 2006-7	Colac Otway Shire 2010-2011	Difference
No. of registered dogs.	4912	4821	Decrease 2%
Estimated owned dog population	3600	4711	Increase 31%
No. of registered cats	1769	1485	Decrease 16%
Estimated owned cat population	2400	3126	Increase 30%
No. of registered declared dogs	4	14	250%
No. of prosecutions completed in	0	8	
No. of successful prosecutions	0	8	
No. of impoundments (dogs).	291	304	Increase 4%
No. of dogs returned to owner	219 (75%)	245	Increase 12%
No. of impoundments (cats)	225	175	Decrease 22%
No. of cats returned to owner	26 (12%)	10	Decrease 62%

3.3.1.2 Our current Orders, Local Laws, Council Policies and Procedures

Council has an order made under Section 26 of the Domestic Animals Act 1994, it requires dogs to be under effective control by means of a chain, cord or leash in a specified area. The areas are listed in the notice in the Government Gazette G 49 dated 8 December 2005 - 2851. Support documents are attached herewith.

Local Law number 2. (General) addresses animals at section 73 (Part 5) and this section requires person not to allow dog excrement to remain on a road or Council land and further requires persons to carry a suitable device to collect same when in charge of a dog on a road or Council land. Section 101 to 107 (Part 7) deals with the keeping of animals and section 105 specifically deals with the smell or noise that is created by animals that may be a nuisance.

Our current local law does not control the maximum numbers of domestic animals on certain size allotments and excess animal permits. This is currently being reviewed but is still to go through the required processes.

3.3.1.3 Our current Education/Promotion Activities

Council currently undertakes the following educational and promotional activities in support of nuisance offences:

- Advertising in the print media
- Distribution of specific educational packs relating to nuisance offences
- Use of on-hold messages and Council's website to inform pet owners
- Education and information services provided, as resources and opportunity allow
- Dog excrement bag dispensers located in high dog activity areas

3.3.1.4 Our current Compliance Activities

Council treats the issue of animal nuisance very seriously. The type of complaints regularly received are dogs at large, dogs barking (Noise complaint), dogs fouling nature strips/footpaths and feral cat problems. Council currently undertakes the following compliance activities in support of nuisance offences:

- Vehicle patrols and nuisance complaint response;
- Dog attack (Immediate response – 24 hour – After hours – On Call Officer)
- Dog at large (After hours call out – discretionary attendance)
- Registration and identification of menacing and restricted breed dogs including renewal and door knocks;
- Cat trap hire service
- Prevention of cruelty to animals authorisation and initial response to complaints on behalf of the RSPCA
- Infringement Notice System
- Prosecution Services
- Domestic Animal Pound for impounded animals

3.3.1.5 Summary

The majority of complaints received by Council relate to dogs at large, and barking dog complaints. A check of the Council complaint register identified 56 complaints in the period July 2011 to June 2012 for barking dog complaints. The feral/abandoned, unwanted and unregistered cat population also register considerable complaints. Since the installation of dog excrement bags via dispensers in areas of high traffic by dogs there has been a noticeable compliance with the cleaning up of dog excrement.

The issue of dogs at large are quickly resolved either by returning the dog home or impoundment and consideration for an infringement for a dog at large which currently stands at $211.00.

The issue of noise complaint by barking dogs is difficult to police, requires an extensive investigation and quite often the complainant/s are reluctant to become involved in a court process. Many complainants do not wish to be identified and the penalty by way of infringement is minimal. Council has developed a barking dog package for the information of complainants and offending owners alike. Council guidelines advise on how the complaint will be handled.

3.3.2 OUR PLANS

To reduce the number of dogs and cats at large and develop a better process for dealing with barking dog complaints.

The issue of dogs at large presents problems of dog attacks on other animals, livestock and persons. They can also cause a serious incident when wandering on roads. Considerable time and resources are deployed by Council addressing this problem. Many people have an absolute fear of dogs and the mere sight of a dog at large can cause fear and panic to many people wether warranted or not.

The issue of cats wandering and feral cats is the subject of many complaints due to the fouling of gardens/yards, attack on their own cat by the offending cat, destruction of wildlife and spread of disease.

Council will ensure the community is educated on the importance of animal confinement and information packages/pamphlets will be made available from Council offices and other relevant locations.

Objective 1: Reduce number of dogs and cats at large

Activity	When	Evaluation
Benchmark against other comparative Councils reports of animals at large for period 2011-2012	Dec 2013, and then annually	Measure and report on results
Community Advise owners by way of documentation (Pamphlets/flyers) Documentation to be given to owners on return of dogs found at large (Not impounded) Documentation to be provided to owners when dogs released from pound.	Dec 2013, and then annually	Measure and report results in annual review of this plan
Education Maintain Responsible pet ownership programs within schools and kindergartens Establish relationship with Dog Obedience Club/Dog Trainers and Dog walkers and have information disseminated by same. Provide relevant information to new owners	Dec 2013, and then annually	Record number of visits to schools and kindergartens Evaluate work with identified groups Information sent to new owners Measure and report on results
Publicity and Promotion Media articles Mail out with Council rates Website update On hold messages Distribute relevant flyers and pamphlets Establish relationship with local vets re responsible ownership	Dec 2013, and then annually	Record media articles Mail outs achieved Web site information Vet assistance regarding issue Measure and report on results
Enforcement Official Warnings Regular patrols for offences and also as deterrent Gain compliance by official warnings, infringements and prosecution where required	Dec 2013, and then annually	Compare number of offences from 2012 Number of warning issued Number of infringements issued Number of prosecutions Measure and report on results

Objective 2: Improved response and outcomes to barking dog complaints

Activity	When	Evaluation
Benchmark against comparative shires 56 recorded complaints in 2011-2012	Dec 2013 and then annually	Measure and report on results
Community Direct interaction with complainants and offending parties regarding compliance	Dec 2013 and then annually	Measure and report on results
Education Develop an educational package for distribution by Council to complainants and offending parties for benefits and advice	Dec 2013 and then annually	Measure and report on results
Promotion / Publicity Media articles On hold messages Mail-outs with registration renewals Issue specific flyers, pamphlets and information packages Use local vets to encourage and educate re responsible pet ownership	Dec 2013 and then annually	Record number of media releases Mail-out data Development of information kit Access relationship between Council and Local vets Measure and report on results
Enforcement Official Warnings Infringements Prosecutions	Dec 2013 and then annually	Measure and report on results

3.4 Dog Attacks

This section outlines programs, services and strategies to minimise the risk of attacks by dogs on people and animals.

Compliant with Section 68A(2)(c)(iii) of the Domestic Animal Act 1994, (and also Section 68A(2)(a),(c)(i),(c)(ii),(d),(f).

3.4.1 CURRENT SITUATION

3.4.1.1 Our data

Colac Otway Shire Council 2007 to 2011 compared (see full Table in Part 2.8 above)
Colac Otway Shire Council 2010 – 2011 (see full Table in Part 2.8 above)

	Shire of Colac Otway Shire 2006-7	Shire of Colac Otway 2010-2011	Difference
No. of registered dogs.	4912 (136%)	4821 (102%)	- 2%
Estimated owned dog population	3600	4711	+31%
No. of registered declared dogs	4	14	250%
No. of prosecutions completed in	0	5	
No. of successful prosecutions	0	5	
No. of impoundments (dogs).	291	304	+4%
No. of dogs returned to owner	219	245	+12%

Activity	Total Number
Number of reported dog on dog attacks	11
Number of reported dog on people attacks	5
Number of reported dog on livestock attacks	1

3.4.1.2 Our Orders, Local Laws, Council Policies and Procedures

Council currently enforces the provisions of the Domestic Animals Act 1994 in regard to dog attacks. All reported dog attacks are investigated and appropriate action in line with legislation is taken. Council is developing a guideline for Authorised Officer in regard to seizure of offending dogs after an attack.

3.4.1.3 Our Education/Promotion Activities

Council currently undertakes the following educational and promotional activities in support of dog attack issues:

- use of on-hold messages and Council's website to inform pet owners;
- Education and information services provided, as resources and opportunity allow.
- Use of media advertising and Court results

3.4.1.4 Our Compliance Activities

Council treats the issues of dog attack very seriously. Council currently undertakes the following compliance activities in support of nuisance offences:

- vehicle patrols and nuisance complaint response;
- dog attack (immediate - including 24 hour emergency service) and dog at large (Discretionary) call-out services;
- registration and identification of menacing and restricted breed dogs including renewal and door-knocks;
- infringement notice system;
- a domestic animal pound for impounded animals;
- prosecution of serious dog attacks

3.4.1.5 Summary

The number of dog attacks has remained relatively low within the shire with no outstanding incidents and minimal serious injuries to persons reported.

Confinement of dogs is a priority because the instances of wandering dogs increases risk to other pets, humans and livestock, and consumes time and resources of Local Laws officers. De sexed animals are less likely to wander so Council will continue to encourage people to have their pet de sexed.

Council will ensure there is information available on the importance of animal confinement at Council service centres and other key locations.

3.4.2 OUR PLANS

Objective 1: To decrease dog attacks on people and animals.
The incidence of dog attack on both persons and animals is increasing in Colac Otway Shire and some are unreported. Often when a dog attack is reported, officers find that it is a recurrence of an offence that went unreported previously. Had initial attacks been reported, subsequent attacks may have been averted.

Dog attacks continue to be reported to Council involving attacks on persons, dogs and livestock. Several cases could not be prosecuted in the Magistrates Court because of a public reluctance to appear in court. Without a victim Council officers cannot prosecute.

All dogs are required to be confined to their property. This is a requirement under the *Domestic Animal Act* 1994 and Council will continue to place importance on the need for dogs to be confined. Council will encourage people to have their dogs de sexed, as this helps to reduce their tendencies to wander and be at large.

Council will also develop guidelines for the seizure of dogs after an attack to limit the repetition of an attack or the hiding of a dog from the Authorities. This will also take into account the new provisions under the Crimes Act, Victoria.

Activity	When	Evaluation (and Targets)
Benchmark against comparative municipalities 1 reported dog attack on livestock 11 reported dog on dog attacks 5 reported dog on people attacks	Dec 2013, then annually	Measure and report on results
Community Use media and relationships with Local hospitals and Doctors to encourage and ensure reporting of dog attacks on persons educate community about dog confinement and problem and penalties for dog attack Develop further relationship with local vets	Dec 2013, then annually	Further develop the relationship between Council and local vets, Hospitals and Medical Clinics to ensure increases in reported dog attacks from 2012 onwards Measure and report on results in the annual review of this Plan.
Education Develop an information package for Vets, Hospitals, and medical clinics Distribute appropriate pamphlets and display relevant flyers at strategic points Promote education through school based programs	Dec 2013, then annually	Provide education for responsible pet ownership Record level of distribution of relevant information No of schools visits per year Measure and report on results
Promotion / Publicity media articles on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures Use Vet Clinics to encourage dog-on-dog attack reporting.	Dec 2013, then annually	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Monitor the relationship between Council and relevant agencies to ensure increases in reported dog attacks Measure and report on results in the annual review of this Plan.
Enforcement Doorknocking and random domestic animal registration inspections Reminder notices Set up official warning register Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2013, then annually	Reduce number of dog attacks on 2012 base year Random domestic animal registration inspections established Official warning register set up Continue to support prosecution unit Periodic report to Executive Measure and report on results in the annual review of this Plan

3.5 Dangerous, Menacing and Restricted Breed Dogs

This section outlines programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the district and to ensure that these dogs are kept in compliance with this Act and the regulations.

Compliant with Section 68A(2)(c)(vii) of the Domestic Animal Act 1994, (and also Section 68A(2)(a),(c)(i),(c)(ii),(d),(f).

3.5.1 CURRENT SITUATION

3.5.1.1 Our data

Colac Otway Shire Council 2007 to 2011 compared (see full Table in Part 2.8 above)

	Shire of Colac Otway 2006-7	Shire of Colac Otway 2010-2011	Difference
No. of registered dogs.	4,912 (136%)	4,821 (102%)	-2%
Estimated owned dog population	3,600	4,711	+ 31%
No. of registered declared dogs	4	14	+250%

3.5.1.2 Our Orders, Local Laws, Council Policies and Procedures

Dangerous, menacing and restricted breed dogs are controlled by the *Domestic Animal Act* 1994. Council will ensure that declared dogs are kept in compliance with the Act.

3.5.1.3 Our Education/Promotion Activities

Council currently undertakes the following educational and promotional activities, including providing information of dangerous, menacing and restricted breed dogs:

- Use of Media to inform the community of their responsibilities and the consequences to non compliance;
- Distribution of pamphlets and flyers with relevant information;
- use of on-hold messages and Council's website to inform pet owners;
- Education and information services provided, as resources and opportunity allow.

3.5.1.4 Our Compliance Activities

Council treats all dangerous, menacing and restricted breed dogs very seriously. Council currently undertakes the following compliance activities in support of such offences:

- vehicle patrols and complaint response;
- dog attack (immediate - including 24 hour emergency service) and dog at large (as available) call-out services;
- registration and identification of menacing and restricted breed dogs including renewal and door-knocks; and
- Infringement notice system;
- Prosecution services where required.

3.5.1.5 Summary

Council currently reviews the Victorian Declared Dog Register and monitors the animals recorded on same and ensures compliance is being adhered to. Council's promotional, educational, community and enforcement activities are all targeted at the relevant State legislation involving these matters.

3.5.2 OUR PLANS

Objective: To ensure all dangerous, menacing and restricted breed dogs are identified and kept in compliance with the Domestic Animal Act 1994.

Activity	When	Evaluation (and Targets)
Community Use follow-ups by phone and door knocking to educate about dangerous menacing and restricted breed dogs, as well as confinement and problems and penalties for dog at large	Dec 2013, then annually	Measure and report on results in the annual review of this Plan.
Education Media related articles On hold messages and Web Page updates Attend or arrange attendance at schools and kindergartens re education in regard to Responsible pet ownership Distribution of relevant pamphlets and flyers	Dec 2013, Then annually	Provide education for responsible pet ownership Work with identified groups Record number of school visits Measure and report on results
Promotion / Publicity media articles, on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures Use Vet Clinics to encourage responsible pet ownership.	Dec 2013, then annually	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit done Monitor the relationship between Council and local vets Measure and report on results in the annual review of this Plan.
Enforcement Doorknocking and random domestic animal registration inspections Reminder notices Official warning register Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2013, then annually	Reduce number of dog and cat at large and dog attacks from 2012 base year Official warning register set up Continue to support prosecution unit Measure and report on results in the annual review of this Plan

3.6 Overpopulation and High Euthanasia

This section outlines programs, services and strategies to address any over-population and high euthanasia rates for dogs and cats.

Compliant with Section 68A(2)(c)(iv) of the Domestic Animal Act 1994, and also Section 68A(2)(a),(c)(i),(c)(ii),(d),(f).

3.6.1 CURRENT SITUATION

3.6.1.1 Our data

Colac Otway Shire Council 2007 to 2011 compared (see full Table in Part 2.8 above)..

	Shire of Colac Otway 2006-7	Shire of Colac Otway 2010-2011	Difference
No. of registered dogs.	4912 (136%)	4821 (102%)	-2%
Estimated owned dog population *	3600	4711	+31%
No. of registered cats	1769 (74%)	1485(48%)	-16%
Estimated owned cat population *	2400	3126	+ 30%
No. of impoundments (dogs).	291	304	+ 4.5%

No. of dogs returned to owner	219 (75%)	245 (80.6%)	+ 11.8%
No. of dogs rehoused	26 (8.9%)	38 (12.5%)	+46%
No. of dogs euthanised	46 (15.8%)	21 (6.9%)	-54%
No. of impoundments (cats)	225	175	-22%
No. of cats returned to owner	26 (11.5%)	10 (5.7%)	-62%
No. of cats rehoused	23 (10.2%)	18 (10.3%)	-22%
No. of cats euthanised	176 (78%)	147 (84%)	-16%

3.6.1.2 Orders, Local Laws, Council Policies and Procedures

Council's pound and euthanasia policies are guided by the *Domestic Animal Act* 1994. Council policy is to wherever possible return any lost or seized at-large animal to its owner. However, registration and identification is essential.

3.6.1.3 Our Education/Promotion Activities

Council's promotion of registration and micro chipping strongly emphasises the return of lost pets. Council currently undertakes the following educational and promotional activities in support of nuisance offences:

- Print Media and Radio advertising
- Micro chipping days where information is distributed and registrations taken;
- use of on-hold messages and Council's website to inform pet owners;
- Education and information services provided, as resources and opportunity allow.

3.6.1.4 Our Compliance Activities

Council regards its current euthanasia rate as acceptable. Council currently undertakes the following compliance activities in support of increasing registration and thereby reducing euthanasia rates:

- renewal follow-ups for registration and identification for domestic dogs and cats;
- vehicle patrols and nuisance complaint response;
- a domestic animal pound for impounded animals;
- infringement notice system
- Prosecution services.

3.6.1.5 Summary

The Table above clearly indicates the high level of euthanasia of impounded cats in the Colac Otway Shire. 147 in 2010-11, but it must be stressed that this includes feral and diseased cats that are handed into Council. These cats cannot be rehoused and distort the true efforts of Council to rehouse animals. The low level of cat registration means many cats are not identifiable and are unable to be returned to an owner.

The level of dog euthanasia sits at 6.9% (21 dogs) and this includes dogs that were not suitable for rehousing and this again distorts the true efforts of Council. During this period Council rehoused 38 dogs which is an acceptable level.

Our efforts again in 2011-2012 improved dramatically with 63(19%) dogs rehoused and only 38(11%) of dogs euthanised. In regard to cats 97(50%) were rehoused. Cat euthanasia also fell to 76(39%). Council runs an expression of interest register for persons interested in re housing a pet and subsidises the microchip by 50%, offers free registration and also liaises with Local Vets to obtain a subsidised rate for de sexing and vaccination.

Council also utilises local media in advertising animals requiring re housing.

Council has established a relationship with a local vet who runs a cat adoption program and many of Councils cats are re homed through this program. This has dramatically reduced our euthanasia rate.

Council also uses all local vet businesses to identify potential applicants who may be interested in re housing.

3.6.2 OUR PLANS

Objective: To decrease euthanasia rates of seized animals.
Council plans to achieve this objective by increasing the registration rates, identification and return to owners will increase.

Activity	When	Evaluation (and Targets)
Benchmark 2012: 38 dogs, 76 domestic cats	Dec 2013, then annually	Reduce euthanasia rates for impounded dogs and cats Measure and report on results
Community Greater attempts to be made to find owners or rehouse Investigate rehousing options rather than euthanasia Work with identified interest groups	Dec 2013, then annually	Local Laws officers to investigate rehousing options Measure and report on results in the annual review of this Plan
Education Education in conjunction with registration follow-ups phone and door knocking, and micro chipping days	Dec 2013, then annually	Measure and report on results
Promotion / Publicity esp. re. registration Media articles on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures	Dec 2013, then annually	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Measure and report on results in the annual review of this Plan.
Enforcement re. Registration Doorknocking Reminder notices Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2013, then annually	Establish random domestic animal registration inspections Set up official warning register Develop prosecution unit Periodic report to Executive Measure and report on results in the annual review of this Plan

3.7 Domestic Animal Businesses

This section outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation.

Compliant with Section 68A(2)(c)(ii) of the Domestic Animal Act 1994, and also Section 68A(2)(a),(c)(i),(d),(f).

3.7.1 CURRENT SITUATION

3.7.1.1 Our data

Council currently has 6 registered domestic animal businesses.

3.7.1.2 Our Orders, Local Laws, Council Policies and Procedures

Domestic animal business registration is controlled by the *Domestic Animal Act* 1994. Council has a zero-tolerance of non-compliance in domestic animal businesses, and will continue to investigate all reports on domestic animal breeding businesses and seek compliance for any non-registered domestic animal business by conducting door knocks and property inspections.

3.7.1.3 Our Education/Promotion Activities

Council provides information and guidance to every domestic animal business on the necessity of registration, the procedure and the requirements to be fulfilled under the Act.

3.7.1.4 Our Compliance Activities

Council has a zero-tolerance of non-compliance in domestic animal businesses, and will continue to investigate all reports on domestic animal breeding businesses and seek compliance for any non-registered domestic animal business by conducting door knocks and property inspections. In the 2011 - 2012 period Council conducted inspections on all registered establishments and visited a number of

unregistered establishments, warnings were issued, Infringements were also issued and one establishment was successfully prosecuted in the Colac Magistrates Court under the latest legislation.

3.7.1.5 Summary

Colac Otway Shire has a variety of domestic animal businesses. There are approved Codes of Practice for the operation of breeding and rearing establishments, boarding establishments, and shelters and pounds. Pet shops are also included. Council is obliged to ensure each establishment complies with the relevant Code of Practice with regular audits. This is an area of intense public scrutiny. Council has a zero-tolerance of non-compliance in domestic animal businesses, and will continue to investigate all reports on domestic animal breeding businesses and seek compliance for any non-registered domestic animal business by conducting door knocks and property inspections.

3.7.2 OUR PLANS

Objective: To ensure all domestic animal businesses are registered with Council and comply with the requirements of the *Domestic Animal Act* 1994.

Activity	When	Evaluation (and Targets)
Benchmark 2012: 3 registered domestic animal businesses	Dec 2013, then annually	Measure and report on results
Community Follow-ups from animal registrations, community information, newspaper sales, advertisements and veterinary assistance	Dec 2013, then annually	Continue to audit registered animal breeding businesses Establish random domestic animal business registration inspections Measure and report on results in the annual review of this Plan.
Promotion / Publicity Media articles on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures	Dec 2013, then annually	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Measure and report on results in the annual review of this Plan.
Enforcement Audits of known animal breeding businesses Conduct investigations and regular patrols Seek compliance of this legislation by official warnings, infringement notices and prosecution	Dec 2013, then annually	Continue to audit registered animal breeding businesses Establish random domestic animal business registration inspections Official warning register Support prosecution unit Measure and report on results in the annual review of this Plan

3.8 Other Matters

This section provides for the review of other matters related to the management of dogs and cats in the Council's municipal district.

Compliant with Section 68A(2)(e) of the Domestic Animal Act 1994.

3.8.1 CURRENT SITUATION

3.8.1.1 Our data

At present, like in many municipal emergency management plans, Colac Otway Shire Council's Municipal Emergency Management Plan (MEMP) makes no mention of provision for domestic animals. Animals (live and dead) are held to be the responsibility of the Department of Primary Industries in a municipal emergency. However, this primarily means livestock, not domestic animals.

While full responsibility for domestic animals in all circumstances rests with the owner of the animal, Council needs to consider issues of domestic animal management when considering evacuation procedures, emergency relief centres. Housing and feeding animals may become an important issue,

when people bring domestic animals into relief centres or domestic animal businesses require evacuation.

3.8.1.2 Our Orders, Local Laws, Council Policies and Procedures

Provision for emergency management planning for domestic animals should be included within the MEMP. Council might also develop separate plan/procedures/contact lists as appropriate by the Emergency Management Committee of Council.

3.8.1.3 Our Education/Promotion Activities

Council may need to undertake community education about owner responsibility for domestic animals in emergency planning.

Provide advice/brochures/media releases on what to consider for pets in an emergency – include their needs as part of your emergency planning, e.g. food, water, bowls, bedding, cage, medication, registration and micro chipping to help reunite pets with their owners after emergencies, external identification – e.g. collar with registration tag

3.8.1.4 Summary

Domestic animal management planning a municipal emergency can become a significant logistical issue, even though primary responsibility rests on the owners of domestic animals. Confusion, conflict and diverted resources can all result from a failure to consider domestic animals in evacuation and relief centres. The numbers of animals involved in domestic animal businesses could further aggravate these issues.

Council needs to review its MEMP to incorporate domestic animal management planning in municipal emergencies.

3.8.2 OUR PLANS

Objective: To promote Council's inclusion of pets and animals from domestic animal businesses in Municipal Emergency Management Plan.

Activity	When	Evaluation (and Targets)
Encourage Council's MEMP Committee to include domestic animal management issues in municipal emergencies	Dec 2015	MEMP is reviewed to include domestic animal issues
Community / Education Include emergency management planning in community education about domestic animals	Dec 2015	Include emergency management planning in community and education information publications on domestic animals
Promotion / Publicity Include Emergency Management Planning in: Media articles and on-hold messages mail-outs with Council rates website updates issue specific flyers and brochures	Dec 2013	Record numbers of media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Measure and report on results in the annual review of this Plan.

3.9 Annual Review of Plan and Annual Reporting

This section provides for the annual review of the Plan and Annual Reporting.

Compliant with Section 68A(3)(a)(b)(c) of the Domestic Animal Act 1994 as below:

68A(3) Every Council must—

(a) review its domestic animal management plan annually and, if appropriate, amend the plan

(b) provide the Department of Primary Industries' Secretary with a copy of the plan and any amendments to the plan

(c) publish an evaluation of its implementation of the plan in its annual report.

3.9.1 CURRENT SITUATION

3.9.1.1 Our data

The Plan is reviewed annually to Council.

3.9.1.2 Our Orders, Local Laws, Council Policies and Procedures

Council has one Order under the *Domestic Animal Act* 1994. This Order relates to on leash areas for dogs in the Colac Otway Shire. The existing Order should be reviewed and correctly gazetted for implementation.

While reviewing the order, Council will need to work in consultation with Apollo Bay Foreshore Committee and Parks Victoria to ensure the revised Order is consistent with adjoining public land.

When reviewing the order, Council should consider whether any further Orders may be required, such as cat control or de sexing.

3.9.1.3 Summary

Performance in domestic animal management should be a regular management focus. Appropriate performance statistics should be completed and reported. A review of performance under the DAM Plan is required to be included in Council's Annual Report (see Section 68A (3) (c) of the Domestic Animal Act 1994 in part 1.2 of this DAM Plan).

Measurements should relate to Activities and targets in this Plan and should include educational programs, increased registration of domestic animals, reduction of animals at large, decreased numbers of dog attacks, increases in compliance and levels of community satisfaction as a measure of success.

It should be noted that if performance under the DAM Plan is not sufficient, further revision of the Action Plan and its methods may be required and should be recommended.

3.9.2 OUR PLANS

Objective: To review progress on this Plan in a report to Council, including a summary report in the Annual Plan.

Activity	When	Evaluation (and Targets)
Benchmark 2012: Customer service satisfaction survey	Dec 2013, then annually	Increase Community satisfaction survey score Measure and report on results
Community Focus on customer service, community education and encouragement of responsible pet ownership	Dec 2013, then annually	Continue to improve customer relations and education.
Promotion / Publicity Undertake media publicity for key messages about responsible pet ownership	Dec 2013, then annually	Record published media articles Annual mail-out with Council rates Monthly website updates New owner information kit developed Measure and report on results in the annual review of this Plan.
Other Review and revise activities in Action Plan as required	Dec 2013, then annually	Revise Action Plan if required Report to Council quarterly
Enforcement	Dec 2013, then annually	Measure and report on results in the annual review of this Plan

Colac Otway
SHIRE
Naturally Progressive

LAKE COLAC AND BARONGAROOK CREEK REVEGETATION AND WEED CONTROL PLAN

March 2009

TABLE OF CONTENTS

1 INTRODUCTION....1
2 BACKGROUND....1
3 OBJECTIVES....3
4 REVEGETATION, WEED CONTROL AND REED MANAGEMENT....5
5 COLLABORATION AND COMMUNICATION....22
6 COORDINATION AND REPORTING....23
7 THREE YEAR IMPLEMENTATION SCHEDULE....24

1 INTRODUCTION

The aim of this plan is to provide strategic direction for revegetation and weed control actions over the next three years (2008/2011) to be carried out on the Lake Colac foreshore and the banks of Barongarook Creek. It is important to note that the plan focuses on the Crown land areas of Lake Colac and Barongarook Creek that are managed by Colac Otway Shire. However, the plan recognises the significance of works being carried out in adjoining areas and the need to communicate and collaborate where possible with other land managers in the Lake Colac Catchment.

This document has been developed under the guidance of a working group established by the Lake Colac Consultative Committee. The group established the scope of the plan and agreed that the plan would be developed largely through examination of existing documents including:

- The Colac Otway Shire Weed Management Strategy (2001);
- The Lake Colac Management Plan (MacroPlan & Earth Tech, 2002);
- The Corangamite River Health Strategy (2007);
- The Lake Colac Foreshore – Revegetation and Maintenance Works Plan (2007); and
- The Lake Colac Sediment Sources and Erosion Study (2008).

The plan is broken into the following sections:

- **Background** on the focus area, the significance of the plans listed above and the works carried out in recent years;
- **Objectives** for the next three years;
- **Revegetation, weed control and reed management** works for the next three years;
- **Collaboration and communication** opportunities and measures that aim to increase involvement by the broader community;
- **Coordination and reporting** processes and requirements that aim to ensure that the plan is being implemented effectively; and an
- **Implementation schedule** for the three years that includes approximate costings.

2 BACKGROUND

Many plans and studies have been carried out on the Lake Colac Catchment over the past ten years. It is important to recognise that this plan draws heavily on the information and recommendations set out in these plans. Some of the key elements of these plans and studies are summarised below.

The Colac Otway Shire Weed Management Strategy directs the assessing and prioritising of weeds for control works. The plan highlights the importance of targeting weed control works on environmental assets such as lakes and creeks. The plan directs the development of Weed Management Packages on an annual basis.

The Lake Colac Management Plan identifies the following key objectives for biodiversity and natural environment:

- Improve water quality;
- Reduce catchment erosion and sedimentation as well as lake shore erosion; and
- Manage the natural environment and the habitat diversity for existing fauna (both indigenous and non-indigenous).

The Corangamite River Health Strategy (2007) lists Deans and Barongarook Creeks as having several environmental assets including significant Ecological Vegetation Classes (EVCs), significant fauna, fish populations, wetland rarity, and invertebrates (Barongarook Creek only). However, the

Index of Stream Condition grades Barongarook Creek as very poor condition, and Deans Creek as moderate condition.

The Lake Colac Foreshore – Revegetation and Maintenance Works Plan (2007) was developed to guide works along the foreshore of the lake. This plan was developed internally and provides detail on priority works required, responsible persons and the likely costs.

The Lake Colac Sediment Sources and Erosion Study (2008) was a review of major sediment sources to Lake Colac, including the catchment waterways and eastern shoreline erosion. The study provides:

- An assessment of geomorphic condition and processes in waterways of the Lake Colac catchment;
- An assessment of the eastern shoreline erosion processes and estimated rates of shoreline migration; and
- Management recommendations for catchment waterways and the eastern shoreline.

Based on analysis of these documents it is clear that Lake Colac is considered to be one of the defining geographic features of the Colac Otway Shire and that the local community appreciate it for its environmental and recreational values. However, the condition of Lake Colac is considered to have degraded over time, largely in response to catchment clearing, agricultural activities and the development of the City of Colac.

Lake Colac is a freshwater lake situated in the Lake Corangamite Basin, a landlocked basin where waterways terminate in a series of inland lakes. The township of Colac is located adjacent to the southern shoreline of Lake Colac, approximately 150km southwest of Melbourne. Lake Colac has a catchment area of 217 square kilometres and is a relatively shallow body of water, with an average depth of 2.4 metres at full supply level (*MacroPlan & Earth Tech, 2002*). Land use in the catchment is predominantly agricultural, with industrial activity centred around Colac. Deans and Barangarook Creeks are the main tributaries to Lake Colac, flowing northwards from headwaters in the Otway foothills, through the agricultural landscape and the township before terminating in the Lake.

A detailed map of the Lake Colac catchment is provided in Figure 1. As previously stated this plan is focused on the area where the Colac Otway Shire is formally recognised as the Committee of Management. More detailed maps are shown foresee areas in Figures 2&3.

Lake Colac has experienced years of inflow, deposition and storage of nutrients in the lake bed sediments including phosphorous and nitrogen from farm land, previously untreated sewerage discharge, dairy waste, and detergents from residential/industrial premises. Blue Green Algae, salinity and E. Coli levels are also issues of concern, linked to high nutrient levels and disturbance of the lake bed sediments. Considerable attention has been focused on objective number one, water quality (above – from the Lake Colac Management Plan), including the following detailed studies:-

- Lake Colac: Water and sediment investigation – vision for restoration (2006). Salco Group Australia – for the Colac Otway Shire; and the
- Barwon River and Lake Colac system nutrient study (1996). Water Ecoscience Pty Ltd –for Southern Rural Water.

Water quality improvements through nutrient reduction management are feasible through improved catchment management practices. It is unlikely that the lake nutrient status (mainly phosphorous) would be improved in the short to medium term, due to past accumulations of sediment which provide ongoing contributions to the nutrient levels. However, management of sediment inputs through improved urban, rural, and shoreline land management, may achieve positive changes in the medium term, through minimising accretion and disturbance of nutrient rich lake bed sediments.

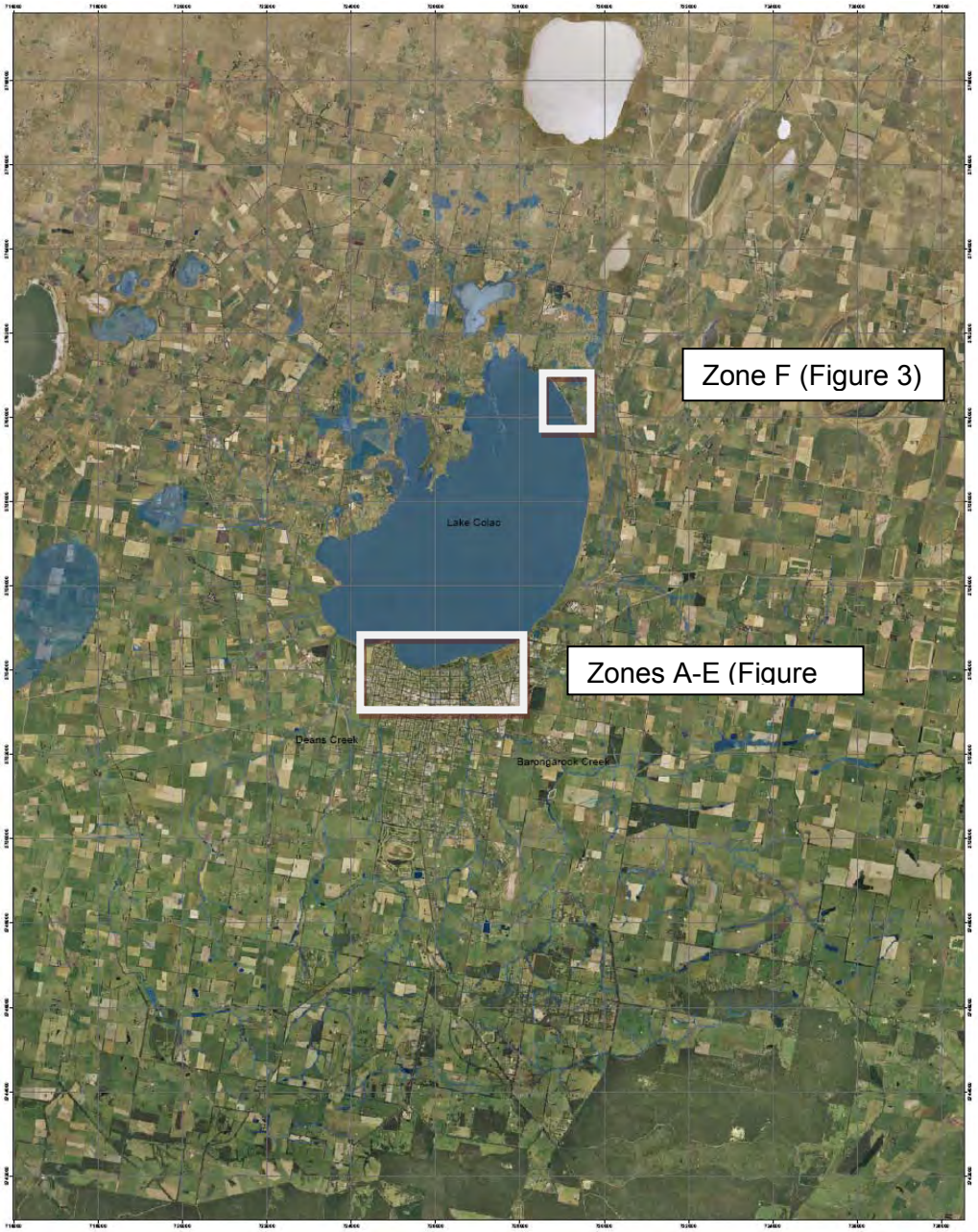


Figure 1: Lake Colac Region

3 OBJECTIVES

In accordance with the Lake Colac Management Plan the overarching objectives of this plan are:

- To improve water quality by stabilising banks, preventing channel incision and reducing sediment and organic matter entering the waterway;
- To improve the conditions for native flora and fauna by re-establishing suitable habitat; and
- To improve the amenity of the area for the users of the public open space.

The following section of the document breaks the focus area for this plan into six zones. The areas have been distinguished by different characteristics, both environmental and recreational. Therefore, each area has a different set of weighting for the priority given to the three objectives above. The weighting given to each objective is briefly explained for each of the zones. These zones (shown in Figures 2 & 3) are:

- Zone A: Western Foreshore (Deans Creek Road - Ross' Point);
- Zone B: Central Foreshore (Ross' Point to Barongarook Creek);
- Zone C: Eastern Foreshore (Barongarook Creek to Eastern end of the Treatment Plant);
- Zone D: Lower Barongarook Creek (Chapel Street Bridge to Caravan Park Footbridge);
- Zone E: Upper Barongarook Creek (Murray Street Bridge to Chapel Street Bridge); and
- Zone F: Meredith Park Foreshore.

Figure 2: Zones A-E

Figure 3: Zone F: Meredith Park

4 REVEGETATION, WEED CONTROL AND REED MANAGEMENT

4.1 Zone A: Western Foreshore (Deans Creek Road - Ross' Point)

Zone A is the area between Deans Creek Road and Ross' Point on the western edge of the focus area. The area experiences light recreational use. The site has many introduced weed species but could be returned to a more natural state through targeted weed control and strategic revegetation. Due to the limited recreational use of this site there is no ongoing maintenance required to mow or slash any vegetation.

Figure 5: Zone A (with photo points)

Figure 6: Zone A, Photo Point 1

Figure 7: Zone A, Photo Point 2

Figure 8: Zone A, Photo Point 3

Figure 9: Phalaris

Table 1: Zone A Species List
Ecological Vegetation Classes:
Water Body – saline and Grassy Woodland

Native Species	
Fairy Grass	*Lachnagrostis sp.*
Creeping Monkey Flower	*Mimulus repens*
Delta Club Rush	*Schoenoplectus pungens*
Fireweed	*Senecio linearifolius*
Marine Club Rush	*Bolboschoenus caldwellii*
Phragmites (Reeds)	*Phragmites australis*

Weed Species	
Bucks Horn Plantain	*Plantago coronopus*
Bushy Starwort	*Aster subulatus*
Cape Weed	*Arctotheca calendula*
Cats Ear	*Hypochoeris radicata*
Curled Dock	*Rumex crispus*
Milk Thistle	*Sonchus oleraceus*
Phalaris (see Figure 9)	*Phalaris aquatica*
Prickly Ox-Tongue	*Picris echinides*
Scotch Thistle	*Cirsium vulgare*
White Clover	*Trifolium repens*
Wild Radish	*Raphanus raphanistrum*

Table 2: Zone A - 3 year Management Recommendations

Year	Revegetation	Weed Control	Resources	Comments
2008/2009	Identify locations for new reed beds.	Targeted Spraying	$500 (5 hours of weed spraying)	Experienced contractors will do the spraying on foot using back pack sprayers.
2009/2010	Establish new reed beds.	Targeted Spraying	$500 (5 hours of weed spraying) $1000 (2 days of Social Justice Team time.)	Suckers will be collected from area in Zone B where reed beds are not desirable.

			Note: Subject to budget request being approved by Council.	
2010/2011	Monitor reed bed establishment.	Targeted Spraying	$200 (2 hours of Social Justice Team time.) Note: Subject to budget request being approved by Council.	Further planting will be conducted if required.

4.2 Zone B: Central Foreshore (Ross' Point to Barongarook Creek)

Zone B is the area directly adjoining the town of Colac and as a result experiences a high level of recreational use. The site has many introduced weed species that need to be managed however, due to the level of recreational use there will only be limited revegetation. In addition the indigenous vegetation that is in this area needs to be managed with visual, safety and general amenity issues being given priority over biodiversity and habitat values. For example some of the reeds in this area will be slashed to allow people walking along the track to view the lake and to provide less attractive habitat for snakes that pose a threat to the users of this space. Therefore, an ongoing management regime will be implemented for the mowing and slashing that will provide for the recreational needs of the area while minimising the impact on native vegetation.

The level of recreational use is not constant across Zone B. Overall it is the highest usage zone but within the area there is a particularly high amount of recreational usage near Ross's Point, the Yacht Club and the Boat Ramp. Accordingly the 3 year management actions and the ongoing requirements have been developed to cater for these different needs and pressures. For example more extensive mowing is recommended adjacent to the Boat Ramp.

Figure 10: Zone B (with photo points)

Figure 11: Zone B, Photo Point 1

Figure 12: Zone B, Photo Point 2

Figure 13: Zone B, Photo Point 3

Figure 14: Zone B, Photo Point 4

Figure 15: Zone B, Photo Point 5

Figure 16: Willow Species

Table 3: Zone B Species List
Ecological Vegetation Classes:
Water Body – saline, Grassy Woodland and Swamp Scrub

Native Species	
Fairy Grass	*Lachnagrostis sp.*
Carex	*Carex Sp.*
Creeping Monkey Flower	*Mimulus repens*
Delta Club Rush	*Schoenoplectus pungens*
Fireweed	*Senecio linearifolius*
Hedge Bindweed	*Calystergia sepium*

Marine Club Rush	*Bolboschoenus caldwellii*
Native Dock	*Rumex sp.*
Phragmites (Reeds)	*Phragmites australis*
Pigface	*Carpobrotus sp.*
Prickly Tea-tree	*Leptospermum continentale*
River Red Gum	*Eucalyptus camaldulensis*
Tussock Grass	*Poa labillardierei*
Water Buttons	*Cotula coronopifolia*

Weed Species	
Buchan Weed	*Hirschfeldia incana*
Bucks Horn Plantain	*Plantago coronopus*
Buffalo Grass	*Stenotaphrum secundatum*
Bushy Starwort	*Aster subulatus*
Cats Ear	*Hypochoeris radicata*
Desert Ash	*Fraxinus angustifolia*
English Ivy	*Hedera helix*
Fumitory	*Fumaria sp.*
Hemlock	*Conium maculatum L.*
Kikuyu	*Pennisetum clandestinum*
Milk Thistle	*Sonchus oleraceus*
Mirror Bush	*Coprosma repens*
Phalaris	*Phalaris aquatica*
Prickly Ox-Tongue	*Picris echinides*
Pride of Madeira	*Echium candicans*
Rose	*Rosa sp.*
Scotch Thistle	*Cirsium vulgare*
Soursob	*Oxalis pes-caprae*
Sticky Weed	*Galium aparine*
White Clover	*Trifolium repens*
Wild Radish	*Raphanus raphanistrum*
Wild Watsonia	*Watsonia meriana*
Willow (see Figure 16)	*Salix spp.*
Yorkshire Fog	*Holcus lanatus*

Ongoing Slashing and Mowing Requirements

It is recommended that the areas in front of the Yacht Club and adjacent to the boat ramp (see Figure 18) remain free of reeds. Areas where reeds should remain include between the Yacht Club toward the Stodart Street Carpark and between Barongarook Creek and the boat ramp. Any other areas of reeds will only be slashed directly adjacent to the pathway (see Figure 17) in November each year. The grassed areas along the foreshore above the rock wall will be regularly mown. The grassed area in front of the yacht club will also be mown regularly.

Figure 17: Slashing adjacent to pathway

Figure 18: Slashing adjacent to boat ramp

Figure 19: Established Reed beds

Figure 20: Reed slashing minimised

Table 4: Zone B - 3 year Plan Management Recommendations

Year	Revegetation	Weed Control	Resources	Comments
2008/2009	Identify areas for revegetation. Collect and germinate local seeds.	Targeted spraying and staged removal of Willows. <u>Between Yacht Club and Barongarook Creek:</u> Slashing around major reed beds, targeted weed spraying in autumn.	$800 (8 hours of weed spraying) $2000 (2 days of Social Justice Team time.)	Experienced contractors will do the spraying on foot using back pack sprayers. Slashing will be overseen by the Environment Officer.
2009/2010	Revegetate areas with indigenous vegetation in both clumped islands and single individuals.	As above.	$800 (8 hours of weed spraying) $2000 (2 days of Social Justice Team time.) Subject to budget request being approved by Council.	As above.

2010/2011	Continue revegetation.	As above.	As above	As above

4.3 Zone C: Western Foreshore (Barongarook Creek to the treatment plant);

Zone C extends from the sewage treatment plant to the mouth of Barongarook Creek. The site experiences a moderate amount of recreational use particularly near photo point 3 which is adjacent to the Bird Reserve. The site has many introduced weed species that need to be managed and there is an opportunity for some revegetation (i.e. establishment of reed beds) in the area between the Bird Reserve and the treatment plant.

Figure 21: Zone C (with photo points)

Figure 22: Zone C, Photo Point 1

Figure 23: Zone C, Photo Point 2

Figure 24: Zone C, Photo Point 3

Figure 25: Gorse

Table 5: Zone C Species List
Ecological Vegetation Classes:
Water Body – saline and Swamp Scrub

Native Species	
Blackwood	*Acacia melanoxylon*
Fairy Grass	*Lachnagrostis sp.*
Delta Club Rush	*Schoenoplectus pungens*
Black Anther Flax-lily	*Dianella revoluta*
Dogwood	*Cassinia aculeata*
Drooping She-oak	*Allocasuarina verticillata*
Fireweed	*Senecio linearifolius*
Hedge Bindweed	*Calystergia sepium*
Kangaroo Apple	*Solanum sp.*
Marine Club Rush	*Bolboschoenus caldwellii*
Phragmites (Reeds)	*Phragmites australis*
Prickly Moses	*Acacia verticillata*
River Red Gum	*Eucalyptus camaldulensis*
Scented Paperbark	*Melaleuca squarrosa*
Spiny-headed Mat-rush	*Lomandra longifolia*
Tussock Grass	*Poa labillardierei*
Water Buttons	*Cotula coronopifolia*
Water Ribbon	*Triglochin procerum*

Weed Species	
Blackberry	*Rubus fruticosus*
Bucks horn Plantain	*Plantago coronopus*
Bushy Starwort	*Aster subulatus*
Cape Weed	*Arctotheca calendula*
Deadly Nightshade	*Solanum nigrum*
Fumitory	*Fumaria sp.*
Gorse (see Figure 21)	*Ulex europaeus*
Hemlock	*Conium maculatum L.*
Kikuyu	*Pennisetum clandestinum*
Milk Thistle	*Sonchus oleraceus*
Mirror Bush	*Coprosma repens*
Onion Weed	*Asphodelus fistulosus*
Pampas Grass	*Cortaderia selloana*
Phalaris	*Phalaris aquatica*
Prickly Ox-Tongue	*Picris echinides*
Scotch Thistle	*Cirsium vulgare*

Small-flowered Mallow	*Malva parviflora*
Soursob	*Oxalis pes-caprae*
Sticky Weed	*Galium aparine*
White Clover	*Trifolium repens*
Willow	*Salix spp.*

Ongoing Mowing Requirements
It is recommended that the reeds not be slashed in Zone C. The grassed areas between the caravan park and Bird Reserve will be regularly mown along with grass immediately adjoining the gravel path between the Bird Reserve and treatment plant.

Table 6: Zone C - 3 year Plan Management Recommendations

Year	Revegetation	Weed Control	Resources	Comments
2008/2009	Identify locations for new reed beds. Collect and propagate indigenous species.	Targeted Spraying and Woody Weed Removal.	$500 (5 hours of weed spraying and cutting and pasting).	Experienced contractors will do the spraying on foot using back pack sprayers.
2009/2010	Establish new reed beds. Establish indigenous vegetation island clumps where woody weeds have been removed.	Targeted Spraying.	$500 (5 hours of weed spraying). $1000 (2 days of Social Justice Team time). Note: Subject to budget request being approved by Council.	Suckers will be collected from area in Zone B where reed beds are not desirable.
2010/2011	Monitor reed bed establishment and revegetation.	Targeted Spraying.	$200 (2 hours of Social Justice Team time.) Note: Subject to budget request being approved by Council.	Further reed planting will be conducted if required.

4.4 Zone D: Lower Barongarook Creek (Chapel Street Bridge to Caravan Park Footbridge)

Zone D extends from the foot bridge near the mouth of Barongarook Creek to the Chapel Street bridge. The site experiences a high amount of recreational use particularly near photo points 1 & 2 which are adjacent to the caravan park. The site has many introduced weeds and exotic trees that need to be managed. There is an opportunity for revegetation along the creek bank in the area between the caravan park and the Chapel Street bridge but this needs to be undertaken in conjunction with the removal of exotic trees. This is a complex and expensive operation because many of the exotic trees are very large and have an emotional significance to some people. Therefore, any removal will need to be done after careful consultation with the community and identification of the substantial resource required for both removal and revegetation.

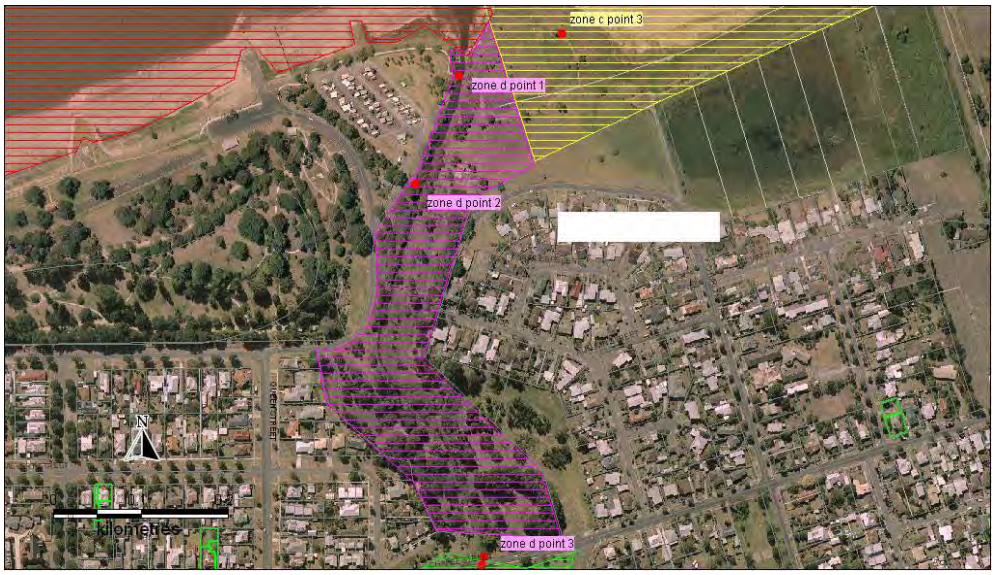


Figure 22: Zone D (with photo points)

Figure 26: Zone D, Photo Point 1

Figure 27: Zone D, Photo Point 2

Figure 28: Zone D, Photo Point 3

Figure 29: Onion Weed

Table 7: Zone D Species List
Ecological Vegetation Classes:
Swamp Scrub and Grassy Woodland

Native Species	
Blackwood	*Acacia melanoxylon*
Carex	*Carex Sp.*
Fireweed	*Senecio linearifolius*
Kangaroo Apple	*Solanum sp.*

Native Dock	*Rumex sp.*
Phragmites (Reeds)	*Phragmites australis*
Prickly Moses	*Acacia verticillata*
River Red Gum	*Eucalyptus camaldulensis*
Silver Wattle	*Acacia dealbata*
Swamp Gum	*Eucaluptus ovata*
Water Buttons	*Cotula coronopifolia*
Water Ribbon	*Triglochin procerum*

Weed Species	
Bitter-cress	*Cardamine sp.*
Buchan Weed	*Hirschfeldia incana*
Bucks Horn Plantain	*Plantago coronopus*
Bushy Starwort	*Aster subulatus*
Cape Weed	*Arctotheca calendula*
Carrot Weed	*Bifora testiculata*
Deadly Nightshade	*Solanum nigrum*
Desert ash	*Fraxinus angustifolia*
Elm	*Ulmus Sp.*
Kikuyu	*Pennisetum clandestinum*
Milk Thistle	*Sonchus oleraceus*
Mirror Bush	*Coprosma repens*
Onion Weed (see Figure 26)	*Asphodelus fistulosus*
Pampas Grass	*Cortaderia selloana*
Prickly Ox-Tongue	*Picris echinides*
Scotch Thistle	*Cirsium vulgare*
Small-flowered Mallow	*Malva parviflora*
Soursob	*Oxalis pes-caprae*
Sticky Weed	*Galium aparine*
Wild Radish	*Raphanus raphanistrum*
Willow	*Salix spp.*

Ongoing Requirements

The grassed areas will require mowing on a regular basis. Regular inspection of the creek is required to identify fallen trees and limbs that create blockages in the creek that degrade its condition. When identified plans need to be developed to enable expedient removal of fallen trees and limbs.

Table 8: Zone D: 3 year Plan Management Recommendations

Year	Revegetation	Weed Control	Resources	Comments
2008/2009	Identify locations for revegetation. Collect and propagate local indigenous species.	Targeted Spraying. Removal of Blackberry on island.	$500 (5 hours of weed spraying and cutting and pasting) $1,000 (2 days of Botanic Gardens Team)	Experienced contractors will do the spraying on foot using back pack sprayers.
2009/2010	Revegetate the island with native species.	Targeted Spraying Identify target areas for removal of Elms and	$500 (5 hours of weed spraying) $1,000 (2 days of Botanic Gardens Team)	Botanic Gardens team to rehabilitate the island area. Revegetation species will

		Poplars.	Note: Subject to budget request being approved by Council.	mostly be indigenous.
2010/2011	Monitor revegetation on the island. Revegetation along areas where Elms and Poplars are removed.	Targeted Spraying. Removal of Elms and Poplars.	$500 (5 hours of weed spraying) $10,000 (contractor removal of Elms and Poplars) $2000 (2 days of Social Justice Team time.) Note: Subject to budget request being approved by Council.	Large trees will need to me removed carefully under the guidance of an experienced arborist and river health officer from the CMA.

4.5 Zone E: Upper Barongarook Creek (Murray Street Bridge to Chapel Street Bridge)

Zone E extends from the Chapel Street bridge along Barongarook Creek to the Murray Street bridge. The site experiences a high amount of recreational use particularly near the Murray Street bridge where there are a set of public toilets. The site has many introduced weed and exotic tree species that need to be managed to improve the health of the creek. There is an opportunity for revegetation along the creek bank but it needs to be done in conjunction with removal of the exotic trees. As previously stated for Zone D, this is a complex and expensive operation because many of the exotic trees are very large and have an emotional significance to some people. Therefore, any removal will need to be done after careful consultation with the community and identification of the substantial resource required for both removal and revegetation.

The first stage of the works will focus on the area between the Murray Street Bridge and the foot bridge. This section is largely infested by poplars (both large and small). There are a small number of elms that are also on the bank. The trees will be cut at the base, poisoned and then mulched. Revegetation works that will follow the removal of the poplars and the elms will be done in a way that respects the recreational usage in the area and the associated mowing requirements (i.e. it will not be planted as densely as would be the case in an area of low recreation usage). The community reaction to these works will influence how the rest of Zone E is managed. A review will be undertaken by the Lake Colac Consultative Committee to determine whether the next stage proceeds.

Figure 30: Zone E (with photo points)

Figure 31: Zone E, Photo Point 1

Figure 32: Zone E, Photo Point 2

Figure 33: Zone E, Stormwater Drain

Figure 34: Zone E, Elm Tree

Table 9: Zone E Species List
Ecological Vegetation Class:
Grassy Woodland

Native Species	
Blackwood	*Acacia melanoxylon*
Delta Club Rush	*Schoenoplectus pungens*
Black Anther Flax-lily	*Dianella revoluta*
Dogwood	*Cassinia aculeata*
Drooping She-oak	*Allocasuarina verticillata*
Fireweed	*Senecio linearifolius*
Hedge Bindweed	*Calystergia sepium*
Kangaroo Apple	*Solanum sp.*
Manna Gum	*Eucalyptus viminalis*
Marine Club Rush	*Bolboschoenus caldwellii*
Native Dock	*Rumex sp.*
Phragmites	*Phragmites australis*
Pigface	*Carpobrotus sp.*
Prickly Moses	*Acacia verticillata*
Prickly tea-tree	*Leptospermum continentale*
River Red Gum	*Eucalyptus camaldulensis*
Scented Paperbark	*Melaleuca squarrosa*
Silver Wattle	*Acacia dealbata*
Small-leaved Clematis	*Clematis microphylla*
Spiny-headed Mat-rush	*Lomandra longifolia*
Swamp Gum	*Eucaluptus Ovata*
Tall Sedge	*Carex appressa*
Tussock Grass	*Poa labillardierei*
Water Ribbon	*Triglochin procerum*

Weed Species	
Arum Lily	*Zantedeschia aethiopica*
Blackberry	*Rubus fruticosus*
Buchan Weed	*Hirschfeldia incana*
Cape Weed	*Arctotheca calendula*
Carrot Weed	*Bifora testiculata*
Deadly Nightshade	*Solanum nigrum*
Desert ash	*Fraxinus angustifolia*
Elm	*Ulmus Sp.*
Fumitory	*Fumaria sp.*
Kikuyu	*Pennisetum clandestinum*
Milk Thistle	*Sonchus oleraceus*
Mirror Bush	*Coprosma repens*
Onion Weed	*Asphodelus fistulosus*
Prickly Ox-Tongue	*Picris echinides*
Scotch Thistle	*Cirsium vulgare*
Small-flowered Mallow	*Malva parviflora*
Soursob	*Oxalis pes-caprae*
Sticky Weed	*Galium aparine*
Wild Parsnip	*Pastinaca sativa*
Willow	*Salix spp.*

Ongoing Management Requirements

The grassed areas will require mowing on a regular basis. Regular inspection of the creek is required to identify fallen trees and limbs that create blockages in the creek and degrade its condition. When identified plans need to be develop to be undertake measures to enable expedient removal.

Table 10: Zone E - 3 year Plan Management Recommendations

Year	Revegetation	Weed Control	Resources	Comments
2008/2009	Revegetation along areas where Elms and Poplars are removed using local native species.	Remove Elms and Poplars between Murray Street Bridge and the foot bridge.	$13,000 (contractor removal of Elms and Poplars) $3,000 (3 days Social Justice Team, COSworks and Environment Officers.)	Large trees will need to be removed carefully under the guidance of an experienced arborist and river health officer from the CMA.
2009/2010	Monitor revegetation. between Murray Street Bridge and the foot bridge. Revegetation along areas where Elms and Poplars are removed using indigenous species.	Remove Elms and Poplars between the foot bridge and the Scout Hall.	$13,000 (contractor removal of Elms and Poplars) 3,000 (3 days Social Justice Team, COSworks and Environment Officers.) Note: Subject to budget request being approved by Council.	Some follow up weed control and revegetation may be required to control suckers and cover fatalities.
2010/2011	Monitor revegetation. between Murray Street Bridge and the Scout Hall. Revegetation along areas where Elms and Poplars are removed using indigenous species.	Remove Elms and Poplars between the Scout Hall and Chapel Street.	$13,000 (contractor removal of Elms and Poplars) $3,000 (3 days Social Justice Team, COSworks and Environment Officers.) Note: Subject to budget request being approved by Council.	Some follow up weed control and revegetation may be required to control suckers and cover fatalities.

4.5 Zone F Meredith Park

Zone F is a 3 km section along the north east shoreline of the lake. The site experiences a moderate amount of recreational use particularly between photo points 1 and 2 where camping is permitted. The site has many introduced weed species that need to be managed and there is an opportunity for revegetation with indigenous tree species when the pine trees need to be removed.

Figure 35: Zone F (with photo points)

Figure 36: Zone F, Photo Point 1

Figure 37: Zone F, Photo Point 4

Figure 38: Zone F, Photo Point 3

Figure 39: African Boxthorn

Table 11: Zone F Species List
Ecological Vegetation Class:
Water Body – saline Plains Grassy Woodland

Native Species	
Black Wattle	*Acacia mearnsii*
Blackwood	*Acacia leptospermum*
Fairy Grass	*Lachnagrostis sp.*
Delta Club Rush	*Schoenoplectus pungens*
Euc. Sp.	
Fireweed	*Senecio linearifolius*
Jersey Cudweed	*Pseudognaphalium luteoalbum*
Marine Club Rush	*Bolboschoenus caldwellii*
Phragmites	*Phragmites australis*
Stinging Nettle	*Urtica incisa*
Tree Violet	*Hymenanthera dentata*
Water Buttons	*Cotula coronopifolia*

Weed Species	
African Boxthorn (see Figure 36)	*Lycium ferocissimum*
Barley Grass	*Hordeum leporinum*
Brassica Sp.	*Brassica sp.*
Buchan Weed	*Hirschfeldia incana*
Bucks horn Plantain	*Plantago coronopus*
Bushy Starwort	*Aster subulatus*
Cape Weed	*Arctotheca calendula*
Cats Ear	*Hypochoeris radicata*
Dove's Foot Crane's Bill	*Geranium molle var. molle*
Fumitory	*Fumaria sp.*
Hemlock	*Conium maculatum L.*
Milk Thistle	*Sonchus oleraceus*
Phalaris	*Phalaris aquatica*
Pine	*Pinus radiata*
Prickly Ox-Tongue	*Picris echinides*
Scotch Thistle	*Cirsium vulgare*
Soursob	*Oxalis pes-caprae*
Variegated Thistle	*Silybum marianum*
Wild Sage	*Salvia verbenaca*
Yorkshire Fog	*Holcus lanatus*

Ongoing Mowing Requirements
Like high use areas in Zone B near the boat ramp and the Yacht Club the area adjoining Meredith Park will require an ongoing management regime for the mowing and slashing of weeds and grasses. The areas adjoining the camping area are regularly mown by COSworks to minimise risk of visitors encountering snakes.

Table 12: Zone F 3 year Plan Management Recommendations

Year	Revegetation	Weed Control	Resources	Comments
2008/2009		Targeted weed spraying. Identify pines for removal.	$600 (6 hours of weed spraying)	Experienced contractors will do the spraying on foot using back pack sprayers.
2009/2010	Revegetate areas where Pines are removed.	Targeted weed spraying Remove Pines.	$600 (6 hours of weed spraying). $1,000 (COSworks) Note: Subject to budget request being approved by Council.	Large trees will need to me removed carefully under the guidance of an experienced arborist.
2010/2011	Monitor revegetation. Revegetate areas where Pines are removed.	Targeted weed spraying. Remove Pines.	$600 (6 hours of weed spraying). $1,000 (COSworks) Note: Subject to budget request being approved by Council.	Some follow up weed control and revegetation may be required to control suckers and cover fatalities.

5 COLLABORATION AND COMMUNICATION

To achieve the objectives of this plan it is crucial that Council work with a range of partners to facilitate work in areas outside the areas shown in Figure 2 and 3, both around the lake and along Deans and Barongarook Creeks.

Parks Victoria is responsible for the management of the majority of the land adjoining the lake. Some private ownership rights do extend to the water line but it is important to note that the areas of the lake adjoining Zone A in the west, Zone C in the east and Meredith Park in the north are all managed by Parks Victoria (PV). Accordingly, any works carried out in Zone A and Zone C need to be done in consultation with PV to ensure that we work together to get mutually beneficial outcomes. For example if Council is spraying weeds in Zone C and the infestation extends into PV land then it would be efficient for the works on their land to be carried out simultaneously and vice versa.

The land adjoining the two creeks is mainly privately owned. In these areas it is critical that Council work with the Upper Barwon Landcare Network and the Corangamite Catchment Management Authority to help local people undertake works on their stretch of creek frontage.

Other key stakeholders include Department of Sustainability and Environment (DSE), Department of Primary Industries (DPI), Greening Australia, Aboriginal Affairs Victoria (AAV) and local Aboriginal groups. All of these stakeholders will be engaged in the development and implementation of this plan.

The most important stakeholders are the local community. The development and implementation of this plan needs to be communicated to the community through a range of means including information sessions, media articles, signage and field days. It is important to highlight that the implementation of this plan relies heavily on local community involvement in a range of events. The involvement of local schools is a critical element in allowing young people to have a direct role in improving the environment they live in. The community activities that are planned for each of the next three years include:

- World Environment Day;
- National Tree Day;
- Clean Up Australia Day;
- Catch a Carp Day; and
- Weed Buster Week.

Dry Lake Management

The management of a dry lake presents a unique set of challenges relating to vegetation management. Fairy Grass management on Lake Colac is a major issue when the water levels are low. Fairy Grass is a prolific seeder that colonises exposed areas very quickly. The seed heads blow easily in the wind and collect on structures and vegetation creating fire risks and other problems for adjoining land owners. To manage the Fairy Grass all the land managers need to work with the local CFA officers and volunteers to carry out strategic burns. Other methods may also need to be explored if Fairy Grass establishes across a large area of the lake. If the lake stays dry for a long period then other weeds are expected to colonise the lake (e.g. thistles) these weeds will also require a strategy to be developed on how to best manage them.

6 COORDINATION AND REPORTING

The Lake Colac Consultative Committee will be the key mechanism in ensuring that all the major stakeholders are engaged in the implementation of this plan. The committee will appoint a working group to work on the development of detailed annual work plans. Progress against the three year Implementation Schedule will be reported on at each committee meeting. A review of the proposed actions will be undertaken each year and changes made to the plan if deemed necessary.

7 THREE YEAR IMPLEMENTATION SCHEDULE

2008/2009	Revegetation	Weed Control	Resources	Comments
Zone A	Identify locations for new reed beds.	Targeted Spraying	$500 (5 hours of weed spraying)	Experienced contractors will do the spraying on foot using back pack sprayers.
Zone B	Identify areas for revegetation. Collect and germinate local seeds.	Targeted spraying and staged removal of Willows. Between Yacht Club and Barongarook Creek: Slashing around major reed beds, targeted weed spraying in autumn.	$800 (8 hours of weed spraying) $2000 (2 days of Social Justice Team time.)	Experienced contractors will do the spraying on foot using back pack sprayers. Slashing will be overseen by the Environment Officer.
Zone C	Identify locations for new reed beds. Collect and propagate indigenous species.	Targeted Spraying and Woody Weed Removal.	$500 (5 hours of weed spraying and cutting and pasting).	Experienced contractors will do the spraying on foot using back pack sprayers.
Zone D	Identify locations for revegetation. Collect and propagate local indigenous species.	Targeted Spraying. Removal of Blackberry on island.	$500 (5 hours of weed spraying and cutting and pasting) $1,000 (2 days of Botanic Gardens Team)	Experienced contractors will do the spraying on foot using back pack sprayers.
Zone E	Revegetation along areas where Elms and Poplars are removed using local native species.	Remove Elms and Poplars between Murray Street Bridge and the foot bridge.	$13,000 (contractor removal of Elms and Poplars) $3,000 (3 days Social Justice Team, COSworks and Environment Officers.)	Large trees will need to be removed carefully under the guidance of an experienced arborist and river health officer from the CMA.
Zone F		Targeted weed spraying. Identify pines for removal.	$600 (6 hours of weed spraying)	Experienced contractors will do the spraying on foot using back pack sprayers.

2009/2010	Revegetation	Weed Control	Resources	Comments
Zone A	Establish new reed beds.	Targeted Spraying	$500 (5 hours of weed spraying) $1000 (2 days of Social Justice Team time.) Note: Subject to budget request being approved by Council.	Suckers will be collected from area in Zone B where reed beds are not desirable.
Zone B	Revegetate areas with indigenous vegetation in both clumped islands and single individuals.	Targeted spraying and staged removal of Willows. <u>Between Yacht Club and Barongarook Creek:</u> Slashing around major reed beds, targeted weed spraying in autumn.	$800 (8 hours of weed spraying) $2000 (2 days of Social Justice Team time.) Subject to budget request being approved by Council.	Experienced contractors will do the spraying on foot using back pack sprayers. Slashing will be overseen by the Environment Officer.
Zone C	Establish new reed beds. Establish indigenous vegetation island clumps where woody weeds have been removed.	Targeted Spraying.	$500 (5 hours of weed spraying). $1000 (2 days of Social Justice Team time). Note: Subject to budget request being approved by Council.	Suckers will be collected from area in Zone B where reed beds are not desirable.
Zone D	Revegetate the island with native species.	Targeted Spraying Identify target areas for removal of Elms and Poplars.	$500 (5 hours of weed spraying) $1,000 (2 days of Botanic Gardens Team) Note: Subject to budget request being approved by Council.	Botanic Gardens team to rehabilitate the island area. Revegetation species will mostly be indigenous.
Zone E	Monitor revegetation. between Murray Street Bridge and the foot bridge. Revegetation along areas where Elms and Poplars are removed	Remove Elms and Poplars between the foot bridge and the Scout Hall.	$13,000 (contractor removal of Elms and Poplars) 3,000 (3 days Social Justice Team, COSworks and Environment Officers.) Note: Subject to budget request being approved by Council.	Some follow up weed control and revegetation may be required to control suckers and cover fatalities.

	using indigenous species.			
Zone F	Revegetate areas where Pines are removed.	Targeted weed spraying Remove Pines.	$600 (6 hours of weed spraying). $1,000 (COSworks) Note: Subject to budget request being approved by Council.	Large trees will need to me removed carefully under the guidance of an experienced arborist.

2010/2011	Revegetation	Weed Control	Resources	Comments
Zone A	Monitor reed bed establishment.	Targeted Spraying	$200 (2 hours of Social Justice Team time.) Note: Subject to budget request being approved by Council.	Further planting will be conducted if required.
Zone B	Continue revegetation	Targeted spraying and staged removal of Willows. <u>Between Yacht Club and Barongarook Creek:</u> Slashing around major reed beds, targeted weed spraying in autumn.	$800 (8 hours of weed spraying) $2000 (2 days of Social Justice Team time.) Subject to budget request being approved by Council.	Experienced contractors will do the spraying on foot using back pack sprayers. Slashing will be overseen by the Environment Officer.
Zone C	Monitor reed bed establishment and revegetation.	Targeted Spraying.	$200 (2 hours of Social Justice Team time.) Note: Subject to budget request being approved by Council.	Further reed planting will be conducted if required.
Zone D	Monitor revegetation on the island. Revegetation along areas where Elms and Poplars are removed.	Targeted Spraying. Removal of Elms and Poplars from the Scout Hall to the Chapel Street Bridge.	$500 (5 hours of weed spraying) $10,000 (contractor removal of Elms and Poplars) $2000 (2 days of Social Justice Team time.) Note: Subject to budget request being approved by Council.	Large trees will need to me removed carefully under the guidance of an experienced arborist and river health officer from the CMA.
Zone E	Monitor revegetation. between	Remove Elms and Poplars between the	$13,000 (contractor removal of Elms and Poplars)	Some follow up weed control and revegetation may be

	Murray Street Bridge and the Scout Hall. Revegetation along areas where Elms and Poplars are removed using indigenous species.	Scout Hall and Chapel Street.	$3,000 (3 days Social Justice Team, COSworks and Environment Officers.) Note: Subject to budget request being approved by Council.	required to control suckers and cover fatalities.
Zone F	Monitor revegetation. Revegetate areas where Pines are removed.	Targeted weed spraying. Remove Pines.	$600 (6 hours of weed spraying). $1,000 (COSworks) Note: Subject to budget request being approved by Council.	Some follow up weed control and revegetation may be required to control suckers and cover fatalities.

Colac Otway SHIRE

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: 13 / 6 / 13

Time: 6-00 ~~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: Cr C. Smith

Officer/s: Laurence Towers

Matter/s Discussed: Friends of Colac Botanic Gardens 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, EO INFRASTRUCTURE

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Friends of Colac Botanic Gardens

Quercus Robur (English Oak)

MINUTES
Meeting, Thursday 13th June, 2013 at 6pm at the Colac Botanic Café

PRESENT: Anne Mercer (AM) in Chair, Ros Scanlan (RS) secretary, Chris Bell (CB) treasurer, Pauline Maunsell(PM), Sue Mulder (SM), Jen Todorovic (JT), Laurence Towers (LT), Chris Smith (CS)

APOLOGIES: Mary Eaton, Margot Fitzpatrick, Jan McMahon, Helen Paatsch, Neil Allen.

MINUTES OF PREVIOUS MEETING
Minutes received: 1.CB 2. SM Carried

Business Arising:
Contributing to the Visitor Information Centre website. – CB Results to be reported next meeting.

CORRESPONDENCE

Out: Friends of Bendigo BG – giving our correct postal address

In:
- Friends of Bendigo BG newsletter
- Garden Plant Conservation Association of Australia – membership card & letter re importance of plant collections & partnerships between private & public gardens.
- Colac Herald – receipt $63
- The Gardens (Sydney) magazine, with registration form for 10th Australian Landscape Conference to be held in Melbourne 20 – 24 September 2013.
- GPCAA advising of Richard Barley's appointment as Director of Horticulture, Royal Botanic Gardens, Kew, and congratulations on behalf of members.
- Warrnambool BG Friends – invite to their AGM Wed 24th July at 12 noon.
- Burnley Gardens Open Day – Sunday 14th July – with program.
- Association of Friends of BG – AGM at Melton BG on 29th July: need to vote on new rules, may be proxy, by 8th July. Nomination form for committee available.
- Janet O'Hehir – Botanic Gardens in 21st Century – Tim Entwisle will speak at Camperdown Theatre Royal on Sunday 30th June– some members will attend.

Correspondence received: 1. SM, 2. PM Carried

Business arising from correspondence:
New Rules discussed.
Some members will attend Tim Entwisle talk in Camperdown.

TREASURER'S REPORT
Report tabled.
Plant sales were strong again.

1. CB 2. PM Carried.

GARDENER'S REPORT

Report tabled.
Furnishings won't be replaced now till next financial year. A couple of pines near the toilet block are rotten and need removal. They will need a travel tower to access them.
Shire and St Laurence contributions re irrigation around the cafe to be clarified. Friends will contribute up to $1,000.

POTTING REPORT

MF & PM were trained in potting and stall maintenance procedures. JM has been able to continue work this month.

GENERAL BUSINESS

150th Anniversary:

- Refurbishment of Rose Arbour -. AM to follow up sources of botanic gardens quality arbours with Richard Barley.
- Anniversary calendars - PM has LT's CBG photos on computer. PM will select 6 for each month as a basis from which to select one for each month for the calendar.

Other Business:

- CB advised that the book "Rural Gardens of Australia" was provided as a gift with yearly subscriptions to the Weekly Times.
- RS asked for an update on the application for funding for new buildings at the Gardeners Depot. CB to enquire.

RAFFLE: Won by PM

NEXT MEETING: **Thurs 11th July, 6pm**

Councillor Briefing Session

Wednesday, 26 June 2013

Venue – COPACC Meeting Rooms, Colac

Present: Cr Russell (Mayor), Cr Hart, Cr Delahunty, Cr Crook, Cr McCrickard (from 12.25pm)

Staff: Rob Small, Neil Allen, Colin Hayman, Jack Green
Part: Rhonda Deigan, Brett Exelby, Blaithin Butler, Doug McNeill

Conflict of Interest
Cr Delahunty: **OM132606-5 (left meeting between 1.25pm and 1.30pm)**
OM132606-18 (left meeting between 2.10pm and 2.15pm)

Cr Hart: **OM132606-19 (left meeting between 2.15pm and 2.27pm)**

Rob Small: **2013/2014 Council Budget & Fire Services Levy**
OM132606-5 (left meeting between 1.25pm and 1.30pm)

9.30 am	**2013/2014 Council Budget & Fire Services Levy – Brett Exelby**
10.30 am	**Mt Gellibrand Windfarm (Acciona) - Colin McGowan**
11.10 am	**Council Policies – Colin Hayman**
11.40 am	**Council Planning Processes – Blaithin Butler & Doug McNeill**
12.25 pm	**Lunch**
12.40 pm	**Telecommunications – Peter Ziebell & Virginia Sze, Dept of State Development, Business & Innovation**
1.10 pm	**Councillor Briefing Session**

Colac Otway SHIRE
'Naturally Progressive'

Agenda

CEO's Performance Review

Thursday, 4 July 2013
COPACC Rehearsal Room
10.00am – 1.20 pm

ATTENDEES:
Cr Russell (Mayor), Cr Stephen Hart, Cr Mick McCrickard, Cr Chris Smith (10.03am to 11.38am), Cr Brian Crook (from 10.07am)

Also in attendance:
Allan Preiss, McArthurs

Part:
Rob Small (CEO) – from 11.41am

Apologies:
Cr Terry Woodcroft

Agenda Topics

10.00 am	**Declaration of Interest** Nil	
10.00 am – 1.20pm	**CEO's Performance Review**	Allan Preiss

Colac Otway SHIRE

Agenda

Councillor Workshop

Wednesday, 10 July 2013
COPACC Meeting Room
9.00 am to 4.30 pm

ATTENDEES:

Cr Lyn Russell (Mayor), Cr Michael Delahunty, Cr Brian Crook, Cr Stephen Hart (from 9.10am), Cr Chris Smith (from 10.25am – 11.40am & 12.55pm – 2.32pm), Cr Mick McCrickard (until 2.40pm)

Rob Small (CEO)
Colin Hayman (GM, Corporate & Community Services)
Jack Green (GM, Sustainable Planning & Development)
Neil Allen (GM, Infrastructure & Services)

Apology: Cr Terry Woodcroft

Agenda Topics

9.00 am	**Declaration of Interest**	Nil
9.00 am – 9.35 am	**Planning Committee Briefing Session**	Katrina Kehoe/Blaithin Butler/Doug McNeill
9.35 am – 10.10 am	**C67 Panel Report**	Don Lewis/Gemma Browning/Doug McNeill/Chris Harty
10.10 am – 10.20 am	**2013/2014 Budget**	Brett Exelby
10.30 am – 11.40 am	**Planning Committee Meeting**	
11.40 am – 12.00 pm	**2013/2014 Budget**	Brett Exelby
12.00 pm – 12.30 pm	**VLGA Membership**	Maree McPherson
12.30 pm – 1.00 pm	**Lunch**	
1.00 pm – 2.32 pm	**Special Council Meeting – Adoption of 2013/2014 Budget & RDAF 5**	
2.40 pm – 3.15 pm	**Rural Access & NDIS**	Greg Fletcher & Monica Provan
3.15 pm – 3.30 pm	**ILOP Update**	Greg Fletcher
3.30 pm – 3.45 pm	**Municipal Health Plan**	Greg Fletcher
3.45 pm – 3.55 pm	**Operational Plan**	Carmen Lawrence
3.55 pm – 4.05 pm	**Workshop & Council Meeting Timetable**	Rob Small
4.05pm – 4.35pm	**Heritage Strategy**	Don Lewis/Gemma Browning/Doug McNeill

Colac Otway SHIRE

Agenda

Councillor Workshop

Wednesday, 17 July 2013
COPACC Meeting Room
10.08 am to 11.20 am

ATTENDEES:

Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Michael Delahunty, Cr Brian Crook, Cr Mick McCrickard (from 11.00am)

Rob Small (CEO)
Ian Seuren (A/GM, Corporate & Community Services)
Jack Green (GM, Sustainable Planning & Development)
Neil Allen (GM, Infrastructure & Services)

Apology: Cr Terry Woodcroft, Colin Hayman

Agenda Topics

10.08 am	**Declaration of Interest**	Nil
10.08 am – 11.20 am	**Regional Development Australia Fund - Round 5**	Mike Barrow & Michael Swanson

YOUTH COUNCIL

Minutes of the Colac Otway Youth Council held on Monday 27 May 2013 at 4.02pm, COPACC

ITEMS & ACTIONS	RESPONSIBLE PERSON	ACTION DUE DATE
ATTENDEES: **Youth Councillors** Tassia Georgakis (from 4.04pm), Josh Smith, Spencer Cochrane, Tom Robinson, Chloe Robbins, Claire Whytcross, Kyrah Howell, Sinead Leamer, Jasmine Steen and Amy Brauer (from 4.11pm) **Mentors:**, Chris Smith, Rhonda Deigan, Emma Warton (from 4.06pm), Terry Woodcroft, Kerri Bauer (until 4.32pm)		
APOLOGIES: Bonnie Darlow, Taylah Walters, Kerrie from 4.32pm Moved: Tom Robison Seconded: Spencer Carried		
1. Meeting called to order at 4.02pm by Deputy Chair, Josh Smith		
2. MINUTES OF THE LAST MEETING: Minutes arising from the 13 May 2013 Youth Council meeting were accepted as circulated. Moved: Chloe Robbins Seconded: Tom Robinson Carried Business Arising: • Claire: spoke about marketing strategy launch. • Josh: G21 Public Transport Forum - ideas about transport in Colac, Geelong and Apollo Bay. • Emma: no further word on banner. Graphics needed. Electronic copy needed so we can get a quote. • Kyrah: to get more information on diabetes support group. • Terry: Monday's informal meeting of Youth Council was a productive meeting. Groups encouraged to keep discussing projects.		
3. CORRESPONDENCE: **IN** – National Heywire Regional Youth Summit competition. **OUT – NIL** Moved: Spencer Seconded: Jasmine Steen Carried		
4. 2013 Youth Council Projects/Events Involvement: • Disco group: Yrs 7-10 at civic hall or youth hall. DJ or one band? Local band? Costs? Food? Timing? Suggestion to contact FREEZA. • Charity group: 5 cent box locally (donate to Carlisle River wildlife centre), get involved in stall at Sunday market (help set up) paint fun run locally,		

ITEMS & ACTIONS	RESPONSIBLE PERSON	ACTION DUE DATE
• Skatepark: small competition with food and place to put ideas. Lights, shade, rain shelter. • Elderly: pool comp, join activites. • Disability: play, ten pin bowling. Informal meeting to be held in COPACC foyer on 3 June at 4.00pm to work on ideas. Youth Councillors asked to complete actual proposals, including costs, in writing for discussion at the next meeting on 17 June 2013.		
5. Youth Council Whip Around; • Spencer Cochrane: Nil. • Tom Robinson: Nil. • Sinead Leamer: Suggestion for cleaning up rubbish in Colac. "Clean up Colac Day". • Chloe Robbins: Talked to Coles' employee, found out who to speak to about fundraising. • Kyrah Howell: Will call Diabetes Support Group. • Emma Warton: Talk to friends about ideas and ask them if they would go and try not to duplicate other events. • Jasmine Steen: Facebook page to post ideas and public. Emma referred Youth Councillors to "CAH Engage Youth" • Amy Brauer: Nil. • Josh Smith: Talking to skaters for skate day? Small video to show what skaters want. • Terry Woodcroft: Mayer congratulated youth council for attending G21 meeting. Terry congratulates Josh and Bonnie. Our minutes are shared with Colac Otway Shire Council. We're making history. • Rhonda Deagon: Youth Council minutes attached to Colac Otway Shire Council agenda and news placed in CEO's Progress Report. • Claire Whytcross: Ask elderly and staff at Mercy Place for their ideas. • Tassia: Met with Melbourne University Chancellor. Amazed Colac had Youth Council. The chancellor offered to work with Youth Council and promote course and colleges. • Chris Smith: Bonnie, Josh and Claire caught up with a former youth councillor. Commended group on Monday's behaviour and attitude at La Porchetta.		
6. Other Business **OTHER BUSINESS:** i. Amy intrested in Heywire. Rhonda to post information on Facebook	Rhonda	
Important Dates **Next Meeting: 17th June 2013.** ****Remember to bring a notepad and pen**** **Meeting closed at: *4.53pm***		

YOUTH COUNCIL

Minutes of the Colac Otway Youth Council held on Monday 17 June 2013 at 4.02pm, COPACC

ITEMS & ACTIONS	RESPONSIBLE PERSON	ACTION DUE DATE
ATTENDEES: **Youth Councillors** Tassia Georgakis, Josh Smith(4.20pm), Tom Robinson, Claire Whytcross, Kyrah Howell, Sinead Leamer, Bonnie Darlow, Taylah Walters, Chloe Robbins (4.07pm – 4.45pm) **Mentors:**, Chris Smith, Rhonda Deigan, Emma Warton, Terry Woodcroft, Kerri Bauer **Visitors:** Audrey McQuillan Tanilla Whitson		
APOLOGIES: Spencer Cochrane, Jasmine Steen, Amy Brauer Moved: Chloe Robbins Seconded: Bonnie Darlow Carried		
1. Meeting called to order at 4.02pm by Chair, Tassia Georgakis		
2. MINUTES OF THE LAST MEETING: Minutes arising from the 27 May 2013 Youth Council meeting were accepted subject to changing "older Youth Councillor" to "former Youth Councillor". Moved: Chloe Robbins Seconded: Kyrah Howell		
3. CORRESPONDENCE: **NIL**		
4. 2013 Youth Council Projects/Events Involvement: • Disco Group: Decided to change idea to a talent quest instead, date set for after August, location – looking at the new CSC performing arts building. • Charity Group: Changed from 5 cent to a Paint fun run. All age event for a 5km or 10km run, recieve free t-shirt to be splattered with paint. Need to purchase paints, white t-shirts (possibly printed with YC FUN RUN printed on it. Speak to Coles about a prize. • Skate Park: Made a video with the skaters, showing the problems at the skate park eg, fences too close, ramps need fixing. Spoke to members of the community about having an event. Possibly speak to COS Council about a renovation or repairs of the park. Possibility of light and cameras for security. At event able to sell bikes, scooters etc. • Elderly: Claire an apology so no detail. • Disability: Involve the special school in an activities day. Have theatre sports. Location could be botanic gardens or school oval. Time – 10-12.30pm. Will need sports equipment. • Bullying/ Smoking campaign: Possibly hold it in August so not to overlap YPC art show. Hold an "awareness" night, with a competition to display a video about anti bullying, anti smoking etc, possible "sub event" with help from another group.		

ITEMS & ACTIONS	RESPONSIBLE PERSON	ACTION DUE DATE
Cr Smith reminded Youth Council that there was a balance of approx $500 (and perhaps another $700) in the Youth Council budget to spend before the end of the financial year. Moved: Tom Robinson Seconded: Sinead Leamer That the balance of Youth Council funds for the 2012/2013 financial year be spent in this order: • Movie tickets.10 @ $150 • iTunes Vouchers. 5 @ $20 • La Porchetta Vouchers. $200 • iPod Shuffle. @ $100 • Fitness Vouchers. Carried. To assist Chris in shopping for prizes : Tassia, Bonnie and Taylah		
5. Youth Council Whip Around; • Terry Woodcroft: Fun Run, could take advantage of the left over T-Shirts. Need 4 volunteers to speak to their schools about a protection online poster. (Taylah, Bonnie, Tassia and Josh to take to their respective schools) • Emma Warton: Fun Run, speak to planet mud for a venue or any assistance. • Rhonda: Encouraged Youth Councillors to attend Council Meetings, next one is 26th June held at MEETING ROOM 1.		
6. Other Business **OTHER BUSINESS:** i. **Youth Health Hub art competition: 12 – 25 age group** Youth Health Hub building, winning work to be displayed. Gala Night – Public Vote Opportunities for YC member to assist. Semi Formal Attendance for gala: Taylah, Bonnie, Tom, Sinead, Tassia, Josh, Kyrah. ii. **Youth Council Banner Quote**: Hip pocket quote – 2x1m $185, CPS Design – approx 2x1m $210. Moved: Josh Smith Second: Tom Robinson that Colac Otway Shire Youth Council purchase a banner printed with "Youth Council" and the COS logo. Carried iii. Mental Health Week, Put posters around Colac to scan and automatically enter a competition. For YC to put posters around town. Moved: Bonnie Second: Taylah that Youth Council support the Mental Health Week by circulating posters. Carried.	Emma Emma Emma	
Important Dates **Next Meeting: 24 June 2013.** ****Remember to bring a notepad and pen**** **Meeting closed at: *5.08pm***		

YOUTH COUNCIL

Minutes of the Colac Otway Youth Council held on Monday 24 June 2013 at 4.05pm, COPACC

ITEMS & ACTIONS	RESPONSIBLE PERSON	ACTION DUE DATE
ATTENDEES: **Youth Councillors:** Josh Smith (Acting Chair), Claire Whytcross, Sinead Leamer, Bonnie Darlow, Chloe Robbins, Spencer Cochrane ,Amy Brauer, Chloe Robbins **Mentors:**, Chris Smith, Rhonda Deigan		
APOLOGIES: Terry Woodcroft, Jasmine Steen, Taylah Walters, Kyrah Howell, Emma Warton, Tom Robinson, Chloe Robbins (from 4.47pm). Moved: Bonnie Darlow Seconded: Amy Brauer Carried		
1. Meeting called to order at 4.05pm by Chair, Josh Smith		
2. MINUTES OF THE LAST MEETING: Minutes arising from the 17 June 2013 Youth Council meeting were accepted Moved: Spencer Cochrane Seconded: Chloe Robbins		
3. CORRESPONDENCE: **IN**: Invitation to the Macpherson Smith Rural Foundation Rural Youth Leadership Program **Moved: Amy Seconded: Bonnie Darlow.**		
4. 2013 Council Projects/Events Involvement: • Talent Quest: Nil • Fun run: Planet mud, activites, Chole Robbins to enquire about price, forms. • Skate Park: Lights at skatepark. A committee is being established. Youth council can help by supporting the commitee. • Elderly: Pool competition. Claire Whytcross to make proposal and bring to next meeting. • Diability: Bonnie to start a list of activities, equipment required and budget. • Bullying/Smoking campaign: Josh and friends to make video to give to Smoking Cessation group.		
5. Youth :Council Whip Around; • Spencer: Nil • Bonnie: Gave year level manager poster from Terry Woodcroft warning about social media to put on weekly bulletin and mention in year level meeting. • Amy: Surprised at lack of awareness of anorexia amongst school students. Other students approaching her regarding bullying, racism and exclusion issues as a Youth Councillor, rather than in her role as School		

ITEMS & ACTIONS	RESPONSIBLE PERSON	ACTION DUE DATE
Captain. • Rhonda: Reminder Council meeting at 3pm on 26 June 2013 at COPACC - all welcome. Youth Councillors are encouraged to attend all Council meetings. • Claire Whytcross: Suicide awareness and Claire to talk to Mr Dewar about a plaque or other memorial for Brayden Mathews. • Josh Smith: Making videos for events. Skatepark upgrades. Council officer to be invited to next Youth Council meeting for everyone to hear what is happening with the skatepark. • Chris Smith: Nil. • Sinead Leamer: Nil. • Chloe Robbins: reported a racism issue at Colac secondary school and suggested that the Youth Council raise this as an issue. Josh reported that he is including racism in video that he is making regarding bullying.		
6. Other Business **OTHER BUSINESS:** **Youth Council Budget** Given that there was approximately $800 in carried forward owing from the 2011/2012 Youth Council budget, the following motion was passed: **Moved: Chloe Robbins Seconded: Bonnie Darlow** **That:** • **20 Movie tickets for $220** • **10 itunes cards for $200** • **La Porchetta voucher for $400** **be paid for out of the leftover money from the 2011/2012 budget.** **Carried** Of the remaining funds in the 2012/2013 Youth Council budget of approximately $550, the following motion was passed: **Moved Amy Brauer Seconded Bonnie Darlow** **That** **1 x I-Pod Nano $159** **1 x I-Pod Shuffle $55** **1 x $150 Bike Guru voucher $150** **1 x $50 Bike Guru voucher $50** **2 x $50 Offshore Surf & Skate Vouchers $100** **be purchased from the remaining funds in the 2012/2013 Youth Council budget.** **Carried** Chris Smith, Bonnie Darlow and Amy Brauer to purchase vouchers and return receipts to Rhonda Deigan for reimbursement.		
Important Dates **Next Meeting: 15 July 2013.** ****Remember to bring a notepad and pen**** **Meeting closed at: *5.01pm***		